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Chapter 1: Introduction

The CLINCK Online Cafe Manager is a single-PC cyber cafe manager connected to a web server. It is a very simple standalone application with just the basic features most commonly needed by cyber cafe managers and owners. Compared to the full-fledged CLINCK Cyber Cafe Manager, this is easier to learn and use and does not require a computer terminal of your cafe to be dedicated as a server.

1.1 About the User Manual

The purpose of this manual is to help you use the CLINCK Online Cafe Manager effectively. It provides detailed instructions on how to install, configure, and use the application.

1.2 Intended Audience

This user manual is intended for a person with minimal knowledge of computers, who will install the CLINCK Online Cafe Manager, define its settings, log in and log out customers, and access online reports.

1.3 Conventions Used

The following table explains the conventions used to indicate specific content in this manual:

Convention	Explanation
Bold	For field, menu, option, and window names.
Arial	For commands as you should type them.
Arial	For output as generated by the system.
Italics	For notes and URLs.
Note	The **Note** icon indicates information that is of special interest or importance. For example, an additional action required only in certain circumstances.
Caution	The **Caution** icon indicates actions that can lead to damage if the instructions are not followed properly.

Table 1.1: Conventions Used

1.4 Revision History

This is the first version of the CLINCK Online Cafe Manager user manual.

1.5 Overview of the CLINCK Online Cafe Manager

The CLINCK Online Cafe Manager is a standalone application that provides the basic functions of a cyber cafe management system. It works as a client-level application and has a server that is web-based.

In order to use the CLINCK Online Cafe Manager, simply create an account for your cyber cafe on the CLINCK partners website (*http://www.clinck.in*), download the installer for the application, and install and configure it on all the terminals in the cafe. All the data required to run the application is stored separately on each terminal.

The CLINCK Online Cafe Manager's main function is to help you manage customer sessions from login to logout and to calculate the internet usage. You can also define settings and requirements for session login in it. Moreover, you can view session and customer related reports online.

The online server connected to the CLINCK Online Cafe Manager's terminals gathers and synchronizes customer session data such as terminal name and terminal ID from the terminals. It also stores the server's date stamp along with each session's information. This process takes place when the terminal is successfully connected to the server. Until then, the data is stored locally on the terminal.

Note	*If Deep Freeze is running on the terminal, there is a high possibility of losing customer session data if the terminal restarts.*

The CLINCK Online Cafe Manager has two main advantages.

- It has a common online server. As a result, there is no need to dedicate a computer of your cyber cafe as a server. Instead, you can use that extra computer as a terminal for internet browsing by customers.
- It is a simpler application with only the basic features of a cyber cafe manager. Therefore, even a person with very little technical knowledge can easily understand and use it.

Chapter 2: Installation and Setup

The CLINCK Online Cafe Manager must be installed and configured separately on each computer terminal of your cyber cafe. This is a simple process, as explained in this chapter.

2.1 System Requirements

The terminal on which you install the CLINCK Online Cafe Manager should meet the following system requirements:

Specification	Requirement
Installer size	5 MB
Operating system	Windows XP
Internet connection	Required
Processor	800 MHz or more
Hard disk	10 MB or more
RAM	128 MB or more
Internet Explorer	Version 5.5 or up
Deep Freeze compatibility	No
Time to install	15 minutes

Table 2.1: System Requirements

Caution	*The CLINCK Online Cafe Manager is not compatible with Deep Freeze. If Deep Freeze is already installed on the terminal, thaw the machine before you install the CLINCK Online Cafe Manager or make any changes in it. Failure to do so could result in loss of login data and changes in settings.*

2.2 Installation

To install the CLINCK Online Cafe Manager on your cafe's computer terminal, you need to download its installer file from the CLINCK partners website (*http://www.clinck.in*) and run it on the terminal. Both these procedures are explained in this section.

2.2.1 Downloading the Installer

1) In your internet browser, open the link *http://www.clinck.in/onlinecafemanager*.
   The CLINCK Online Cafe Manager product page appears.

CLINCK-Cafe - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.clinck.in/cafe/CLINCK-Online-Cafe-Manager.html
Go Links
Cafe – Products & Download - CLINCK Online Cafe Manager
CLINCK™
Home | Summary
cafe.clinck.in
Products & Download
Why Partner
Contact Us
Reach
Feedback
My Account
CLINCK™ ONLINE CAFE MANAGER
Installer: Download Online Cafe Manager
Back
A Single PC Application for Cyber Cafes that has User Registration with Photo Capture, Accounting, Terminal Lockdown and Online Reports. All of the Data is stored Online on CLINCK Servers and no Local Server is required.
Online Application
Online Cafe Manager does not need a Local Server
It is a Single PC Application that connects directly to the CLINCK Live Servers
All Customer Data is Stored on CLINCK Live Servers including Session Details
Security
Online Cafe Manager has a Verify Admin Password Security Feature
Once this Feature is Enabled no Customer can Login into the Terminal unless the Admin Password is entered
Digital Accounting & Cash Management
Rate Plan can be set on each Terminal separately
Digital Accounting done based on Session Time
Log In Time, Log Out Time, Total Time and Amount Displayed on each Machine
Customized Screen
Each Terminal Screen can be Customized to show the Fields that the Customer needs to enter
Rate Plan Display
Verify Admin Password
Customer Registration
Allows Easy Digital Storage of Customer Details along with Photo, ID Card Details and Session Details
All Data is Stored Online and No Backup is Required
Reports
Current Day – Daily Register Report
Previous Day – Daily Register Report
Month Summary
Customer Details Report
Help Kit
Starter Kit (1.5 MB)
Easy Steps on how to Use CLINCK Online Cafe Manager
Product Presentation (5.1 MB)
Screen by Screen explanation of the Product
Product Manual (9 MB)
Complete Document from Installation to Backups
Online Help
Step by Step Articles on all Topics and Features
FAQ
Frequently asked questions on Installation and Usage
Recommended Hardware
1. RAM: 128 MB
2. Processor: 800 MHz
3. Screen resolution: 1024 x 768
Minimum Software Requirement
1. Operating System: Windows XP
2. Service Pack: SP2
3. Internet Explorer: IE 6 upwards
CLINCK HELPLINE (0)9890 211 211 - Monday to Saturday – 9 AM to 8 PM
Cafe | Advertiser | Careers | Press Releases | Summary | About | Contact
Copyright © Ideacts Innovations Pvt. Ltd. All rights reserved.
Internet | Protected Mode: Off
82%

Figure 2.1: CLINCK Online Cafe Manager Product Page

2) On the product page, click the text **Download Online Cafe Manager**.
   A **File Download** dialog box appears.

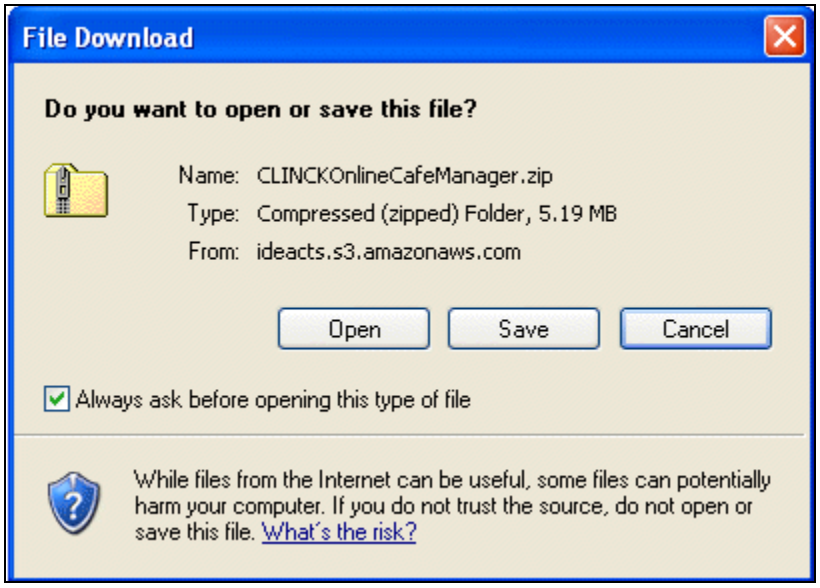

File Download
Do you want to open or save this file?
Name: CLINCKOnlineCafeManager.zip
Type: Compressed (zipped) Folder, 5.19 MB
From: ideacts.s3.amazonaws.com
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 2.2: File Download for the CLINCK Online Café Manager

3) In the **File Download** dialog box, click **Open** to download the installer and run it directly without saving, or click **Save** to save it at a chosen location on your computer.

Result: The CLINCK Online Cafe Manager installer is downloaded.

2.2.2 Running the Installer

1) Run the installer file from the location where you extracted it.
The **CLINCK - InstallShield Wizard** appears and begins extracting the files needed to install the CLINCK Online Cafe Manager on the computer.

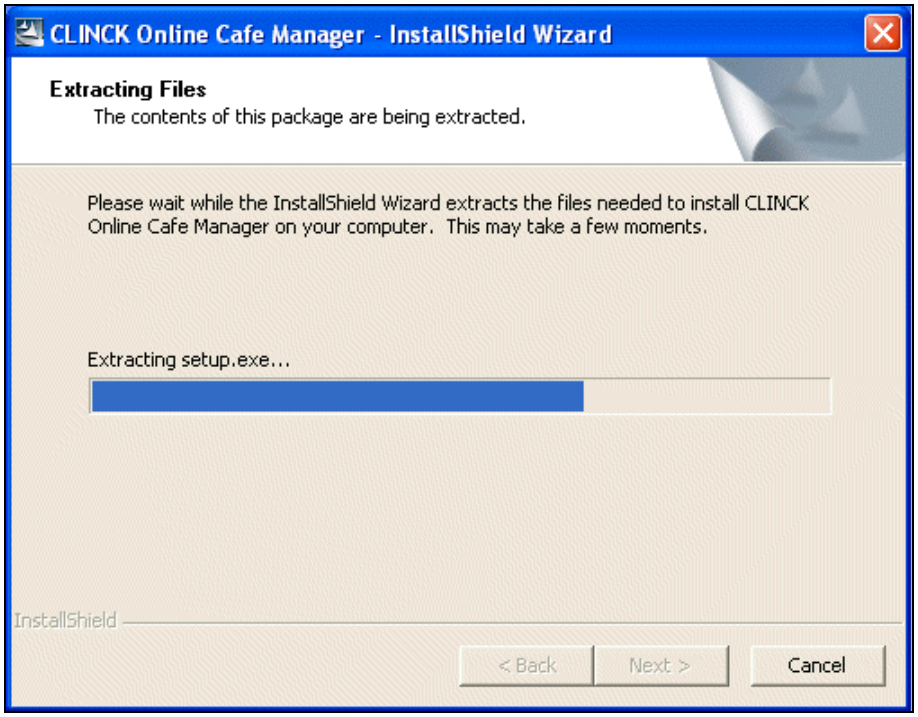

CLINCK Online Cafe Manager - InstallShield Wizard
Extracting Files
The contents of this package are being extracted.
Please wait while the InstallShield Wizard extracts the files needed to install CLINCK Online Cafe Manager on your computer. This may take a few moments.
Extracting setup.exe...
InstallShield
< Back
Next >
Cancel

Figure 2.3: CLINCK - InstallShield Wizard - Extracting Files

After the files are extracted, the wizard prepares the CLINCK setup.

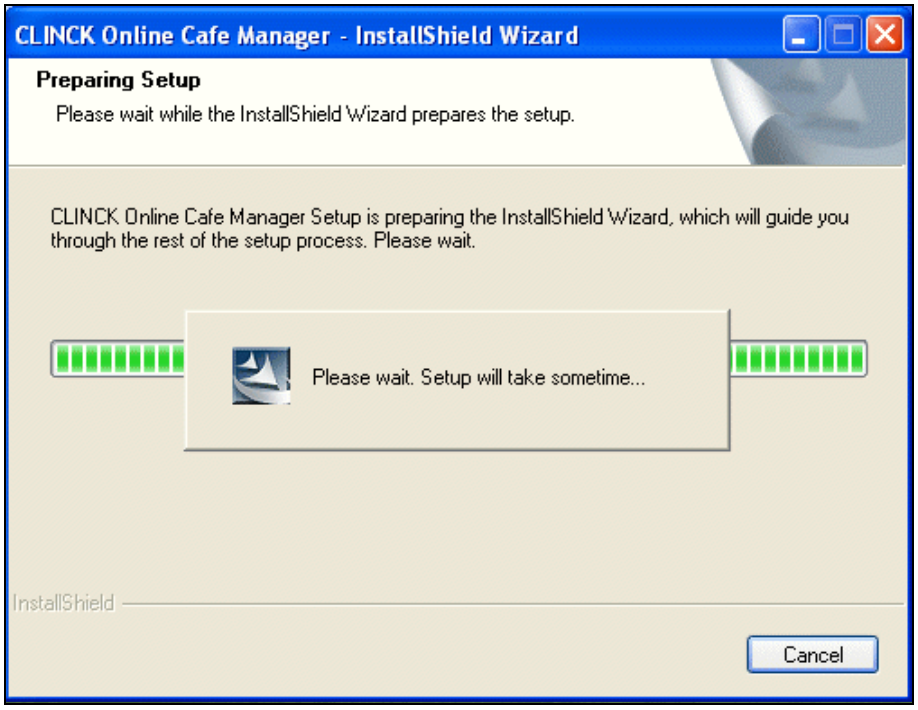

CLINCK Online Cafe Manager - InstallShield Wizard
Preparing Setup
Please wait while the InstallShield Wizard prepares the setup.
CLINCK Online Cafe Manager Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
Please wait. Setup will take sometime...
InstallShield
Cancel

Figure 2.4: CLINCK - InstallShield Wizard - Preparing Setup

When the setup is ready, the welcome screen of the wizard appears.

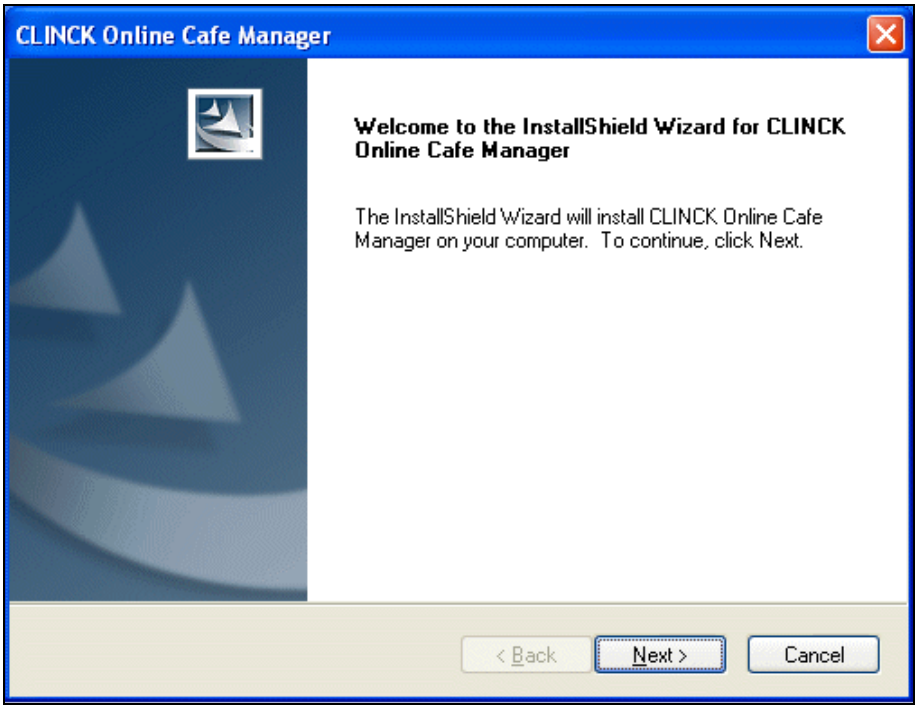

CLINCK Online Cafe Manager
Welcome to the InstallShield Wizard for CLINCK Online Cafe Manager
The InstallShield Wizard will install CLINCK Online Cafe Manager on your computer. To continue, click Next.
< Back
Next >
Cancel

Figure 2.5: CLINCK - InstallShield Wizard - Welcome Screen

2) Click **Next**.
The **Choose Destination Location** screen of the wizard appears, in which the default destination folder is displayed.

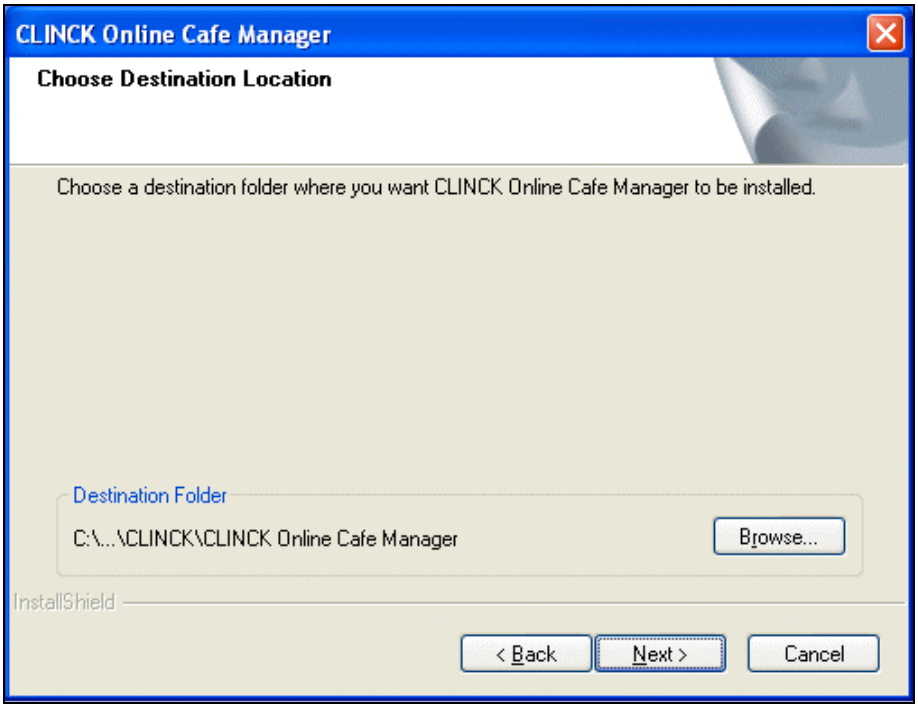


Figure 2.6: CLINCK - InstallShield Wizard - Choose Destination Location

3) *(Optional)* If you want to change the destination folder, click **Browse** and select the desired folder to install the CLINCK Online Cafe Manager.
4) Click **Next**.
The wizard begins installing the CLINCK Online Cafe Manager software on the computer and the **Setup Status** screen of the wizard is displayed.

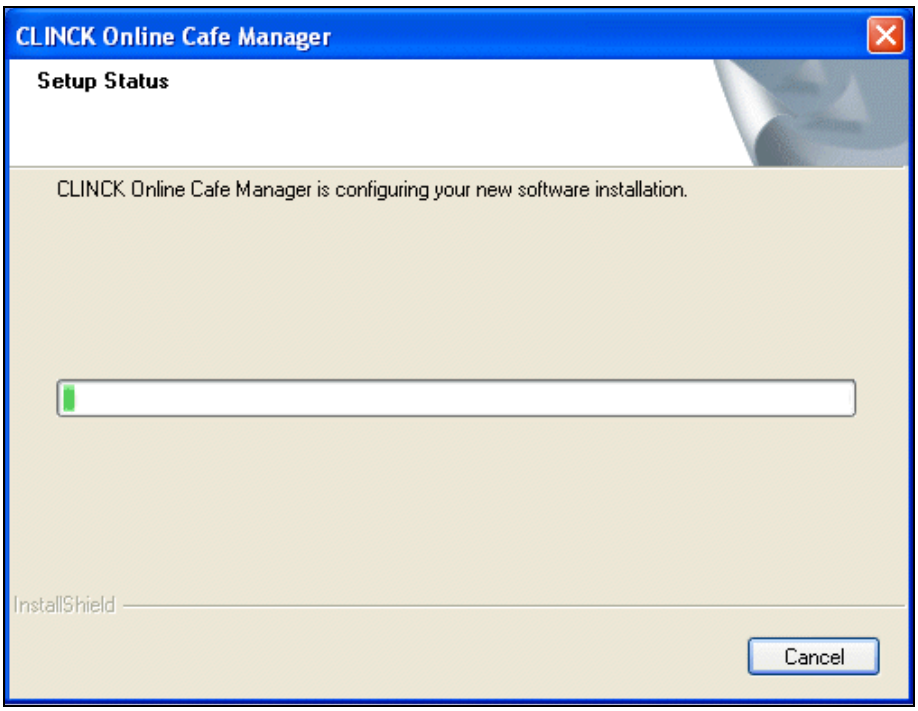


Figure 2.7: CLINCK - InstallShield Wizard - Setup Status

When the installation is complete, the **InstallShield Wizard Complete** screen appears.

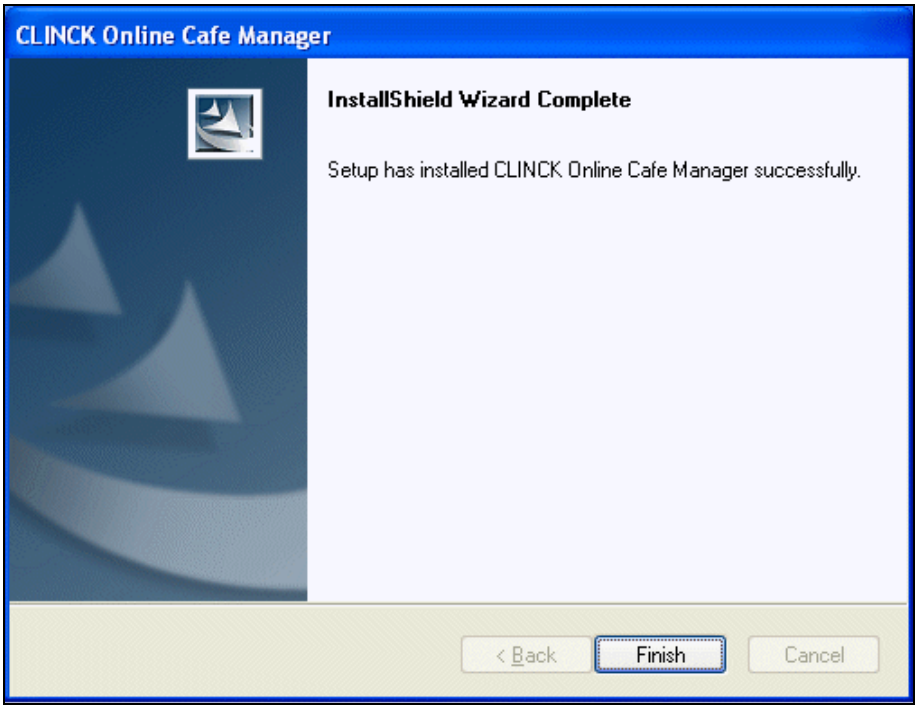


Figure 2.8: CLINCK - InstallShield Wizard - InstallShield Wizard Complete

5) Click **Finish**.

Result: The CLINCK Online Cafe Manager is successfully installed on the computer terminal.

2.3 Setup

Once the CLINCK Online Cafe Manager is installed, a 3-step setup wizard helps you quickly activate the terminal and configure important settings. This procedure is explained below:

After the installation, the **Activation (Step1/3)** dialog box appears.

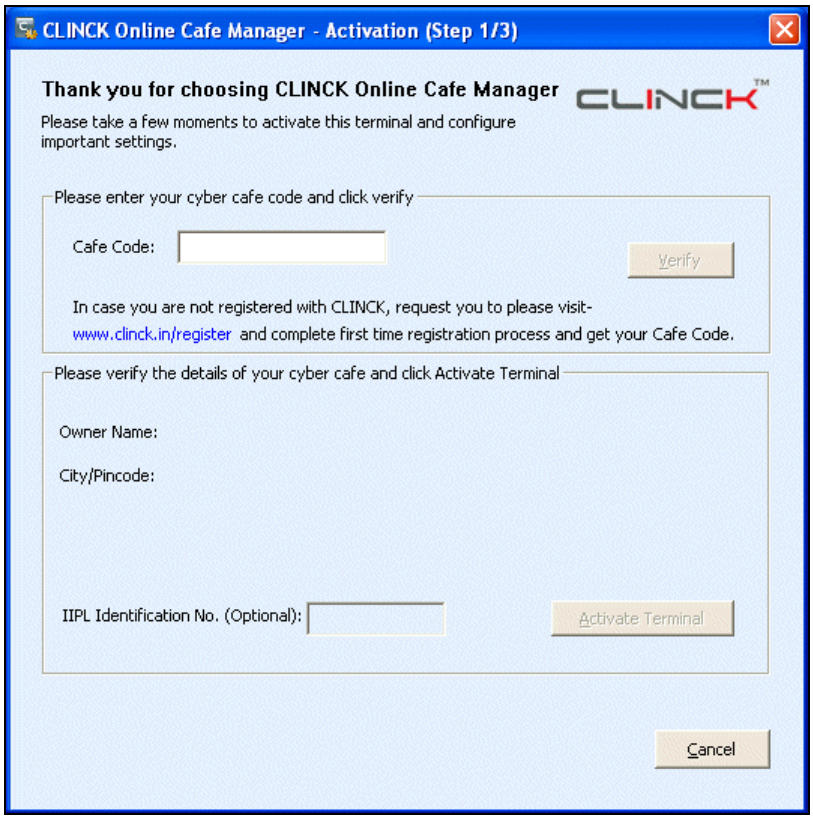

CLINCK Online Cafe Manager - Activation (Step 1/3)
Thank you for choosing CLINCK Online Cafe Manager
CLINCK
Please take a few moments to activate this terminal and configure important settings.
Please enter your cyber cafe code and click verify
Cafe Code:
Verify
In case you are not registered with CLINCK, request you to please visit-
www.clinck.in/register and complete first time registration process and get your Cafe Code.
Please verify the details of your cyber cafe and click Activate Terminal
Owner Name:
City/Pincode:
IIPL Identification No. (Optional):
Activate Terminal
Cancel

Figure 2.9: Setup Wizard - Activation (Step 1/3)

1) In the **Cafe Code** box, type the cafe code that you received from Ideacts when you registered your cafe on the CLINCK partners website.

2) Click **Verify**.
Your cafe's **Owner Name** and **City/Pincode** are displayed in the dialog box.

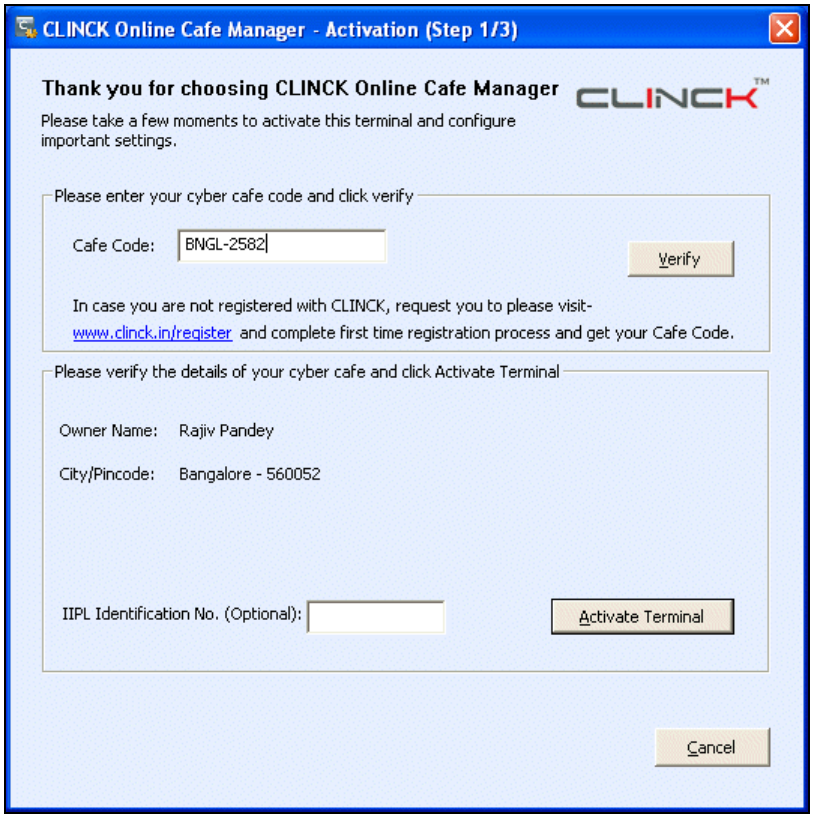

CLINCK Online Cafe Manager - Activation (Step 1/3)
Thank you for choosing CLINCK Online Cafe Manager
CLINCK
Please take a few moments to activate this terminal and configure important settings.
Please enter your cyber cafe code and click verify
Cafe Code:
BNGL-2582
Verify
In case you are not registered with CLINCK, request you to please visit-
www.clinck.in/register and complete first time registration process and get your Cafe Code.
Please verify the details of your cyber cafe and click Activate Terminal
Owner Name:
Rajiv Pandey
City/Pincode:
Bangalore - 560052
IIPL Identification No. (Optional):
Activate Terminal
Cancel

Figure 2.10: Cafe Code Verification

3) Click **Activate Terminal**.

The **Rate Plan (Step2/3)** dialog box appears, in which the **Duration (From mins)** box is disabled and has a default value of zero minutes.

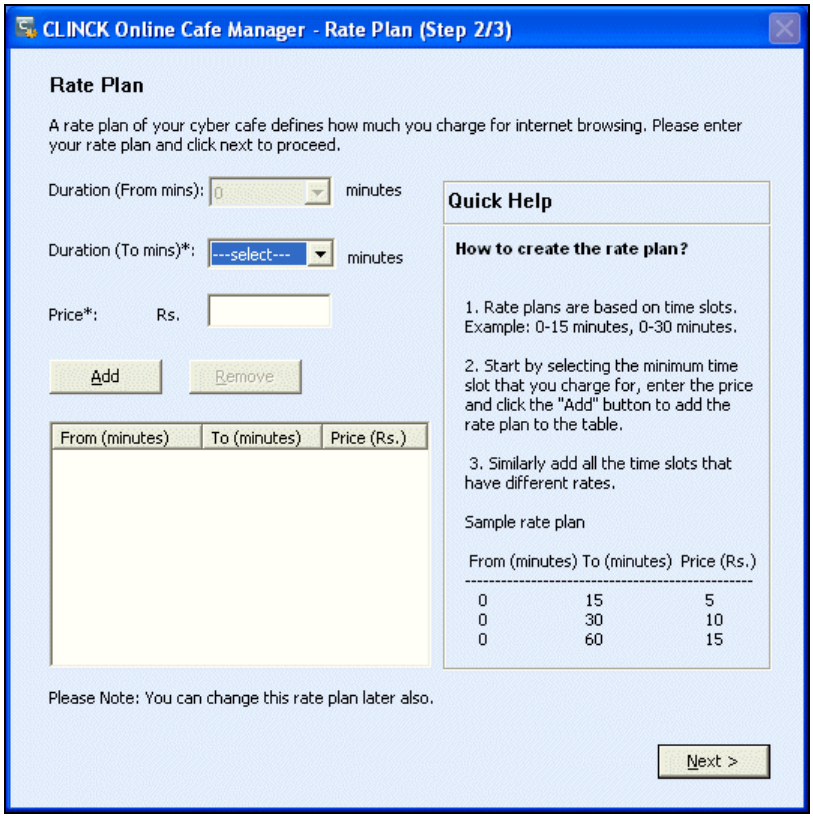

CLINCK Online Cafe Manager - Rate Plan (Step 2/3)
Rate Plan
A rate plan of your cyber cafe defines how much you charge for internet browsing. Please enter your rate plan and click next to proceed.
Duration (From mins):
0
minutes
Duration (To mins)*:
---select---
minutes
Price*:
Rs.
Add
Remove
From (minutes)
To (minutes)
Price (Rs.)
Quick Help
How to create the rate plan?
1. Rate plans are based on time slots. Example: 0-15 minutes, 0-30 minutes.
2. Start by selecting the minimum time slot that you charge for, enter the price and click the "Add" button to add the rate plan to the table.
3. Similarly add all the time slots that have different rates.
Sample rate plan
From (minutes) To (minutes) Price (Rs.)
0 15 5
0 30 10
0 60 15
Please Note: You can change this rate plan later also.
Next >

Figure 2.11: Setup Wizard - Rate Plan (Step 2/3)

Note	▪ *A rate plan is the rate in rupees that the cafe charges for internet surfing. This rate is divided into slabs of time. For example,* *0-30 minutes = Rs. 10* *0-60 minutes = Rs. 20* ▪ *Rate plans need to be defined separately on each computer terminal and are stored locally on that particular terminal only.*

4) *(Mandatory)* In the **Duration (To mins)** box, select the number of minutes for the rate plan. For example, 30 minutes.
5) *(Mandatory)* In the **Price** box, type the amount in rupees to be charged when the internet is used for the selected number of minutes.

Note	*The value provided in the* **Price** *field should be greater than 1.*

6) Click **Add**.

The new rate plan is added to the rate plans list in the dialog box.

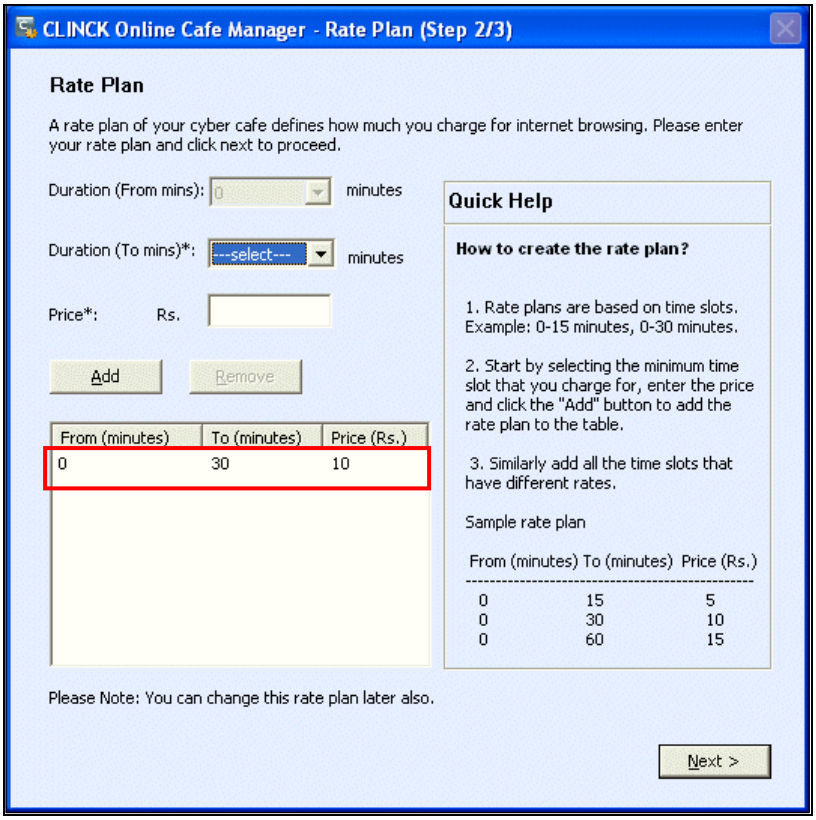

CLINCK Online Cafe Manager - Rate Plan (Step 2/3)
Rate Plan
A rate plan of your cyber cafe defines how much you charge for internet browsing. Please enter your rate plan and click next to proceed.
Duration (From mins):
0
minutes
Duration (To mins)*:
---select---
minutes
Price*:
Rs.
Add
Remove
From (minutes)
To (minutes)
Price (Rs.)
0
30
10
Quick Help
How to create the rate plan?
1. Rate plans are based on time slots. Example: 0-15 minutes, 0-30 minutes.
2. Start by selecting the minimum time slot that you charge for, enter the price and click the "Add" button to add the rate plan to the table.
3. Similarly add all the time slots that have different rates.
Sample rate plan
From (minutes) To (minutes) Price (Rs.)
0 15 5
0 30 10
0 60 15
Please Note: You can change this rate plan later also.
Next >

Figure 2.12: New Rate Plan

Note	*To add another rate plan to the list, repeat steps 4), 5), and 6).*

Note	*To remove the rate plan from the list, do as follows:* *1) Select the rate plan in the list.* *2) Click* **Remove**. *The rate plan is removed from the list.*

7) Click **Next**.

The **Admin Password (Step 3/3)** dialog box appears.

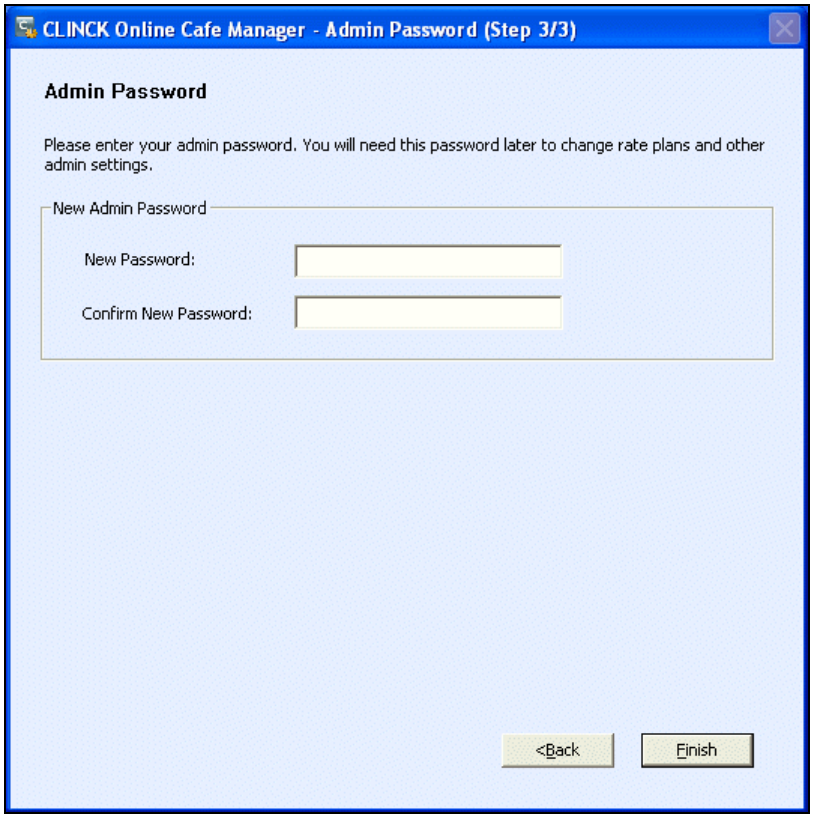

CLINCK Online Cafe Manager - Admin Password (Step 3/3)
Admin Password
Please enter your admin password. You will need this password later to change rate plans and other admin settings.
New Admin Password
New Password:
Confirm New Password:
<Back
Finish

Figure 2.13: Setup Wizard - Admin Password (Step 3/3)

8) In the **New Password** box, type a password to access the admin functions of the CLINCK Online Cafe Manager.
9) In the **Confirm New Password** box, retype the password.

Note	*The admin password should be remembered or recorded in a safe place for future use. If the password is forgotten, the terminal can be operated only by uninstalling the CLINCK Online Cafe Manager in the Windows safe mode.*

10) Click **Finish**.

The login screen of the CLINCK Online Cafe Manager appears along with the **Admin Settings** dialog box displaying the default admin settings of the application.

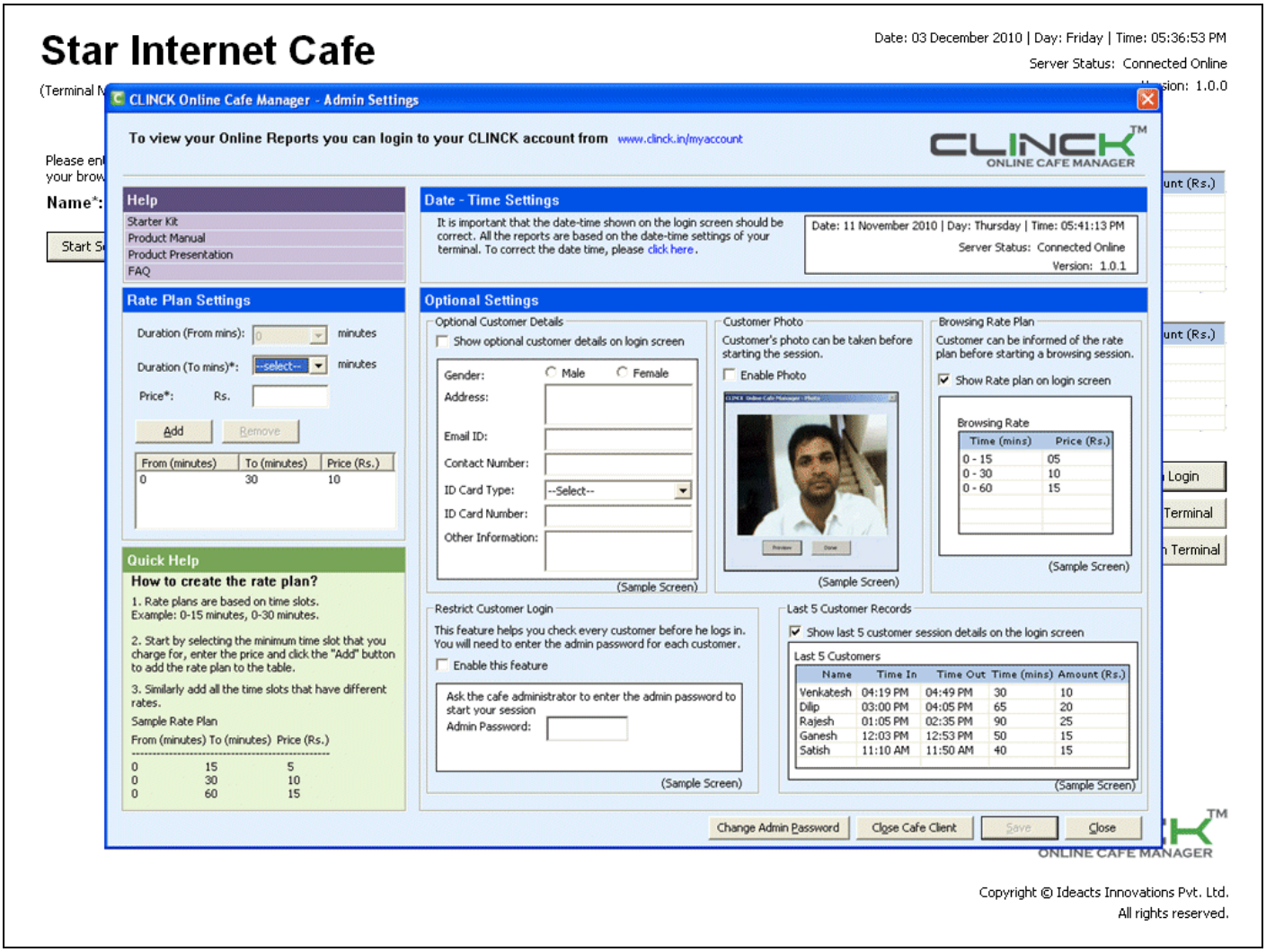

Star Internet Cafe
Date: 03 December 2010 | Day: Friday | Time: 05:36:53 PM
Server Status: Connected Online
CLINCK Online Cafe Manager - Admin Settings
To view your Online Reports you can login to your CLINCK account from www.clinck.in/myaccount
CLINCK ONLINE CAFE MANAGER
Help
Starter Kit
Product Manual
Product Presentation
FAQ
Date - Time Settings
It is important that the date-time shown on the login screen should be correct. All the reports are based on the date-time settings of your terminal. To correct the date time, please click here.
Date: 11 November 2010 | Day: Thursday | Time: 05:41:13 PM
Server Status: Connected Online
Version: 1.0.1
Rate Plan Settings
Duration (From mins):
Duration (To mins)*:
Price*:
Rs.
minutes
Add
Remove
From (minutes) To (minutes) Price (Rs.)
0 30 10
Optional Settings
Optional Customer Details
Show optional customer details on login screen
Gender: Male Female
Address:
Email ID:
Contact Number:
ID Card Type: --Select--
ID Card Number:
Other Information:
(Sample Screen)
Customer Photo
Customer's photo can be taken before starting the session.
Enable Photo
(Sample Screen)
Browsing Rate Plan
Customer can be informed of the rate plan before starting a browsing session.
Show Rate plan on login screen
Browsing Rate
Time (mins) Price (Rs.)
0 - 15 05
0 - 30 10
0 - 60 15
(Sample Screen)
Quick Help
How to create the rate plan?
1. Rate plans are based on time slots. Example: 0-15 minutes, 0-30 minutes.
2. Start by selecting the minimum time slot that you charge for, enter the price and click the "Add" button to add the rate plan to the table.
3. Similarly add all the time slots that have different rates.
Sample Rate Plan
From (minutes) To (minutes) Price (Rs.)
0 15 5
0 30 10
0 60 15
Restrict Customer Login
This feature helps you check every customer before he logs in. You will need to enter the admin password for each customer.
Enable this feature
Ask the cafe administrator to enter the admin password to start your session
Admin Password:
(Sample Screen)
Last 5 Customer Records
Show last 5 customer session details on the login screen
Last 5 Customers
Name Time In Time Out Time (mins) Amount (Rs.)
Venkatesh 04:19 PM 04:49 PM 30 10
Dilip 03:00 PM 04:05 PM 65 20
Rajesh 01:05 PM 02:35 PM 90 25
Ganesh 12:03 PM 12:53 PM 50 15
Satish 11:10 AM 11:50 AM 40 15
(Sample Screen)
Change Admin Password
Close Cafe Client
Save
Close
Copyright © Ideacts Innovations Pvt. Ltd.
All rights reserved.

Figure 2.14: Login Screen with Admin Settings Dialog Box

11) In the **Admin Settings** dialog box, change the settings as desired, and then click **Save** to save the changes and close the dialog box, or click **Close** to close the dialog box without saving the changes.

Note	*See Chapter 4 for information on how to change the admin settings.*

Result: The terminal is activated and the CLINCK Online Cafe Manager is configured on it.

Chapter 3: Login Screen

The login screen is the main feature of the CLINCK Online Cafe Manager. It protects the computer terminal from being used without proper login. It is made up of seven parts as follows:

- CLINCK Header
- Customer Details
- Start Session
- Browsing Rate Grid
- Last 5 Customers
- Pending Records to be Updated
- Admin Login and Restart/Shutdown Terminal

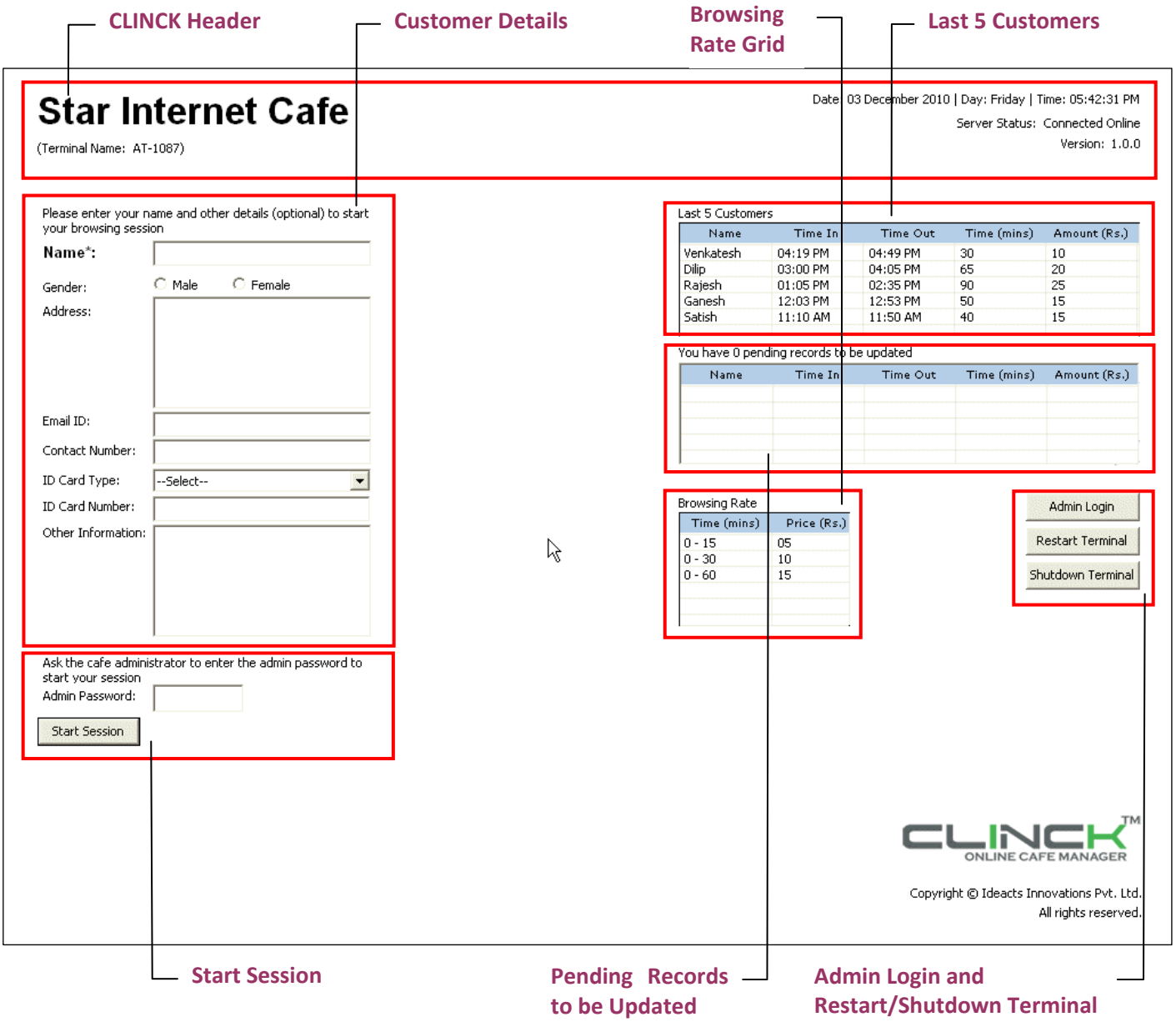


Figure 3.1: Login Screen

Each of these parts of the login screen is explained in detail in this chapter.

3.1 CLINCK Header

The CLINCK Header is located at the top of the login screen and displays the following information:

- **Cafe Name** - The cyber cafe name you provided at the time of registering on the Ideacts partners website.
- **Terminal Name** - The name of the computer terminal fetched directly from the operating system.
- **Date**, **Day**, **Time** - The local system date and time of the computer terminal.
- **Server Status** - The status of the last attempt to connect/communicate to the online server.
- **Version** - The current version of the CLINCK Online Cafe Manager running on the terminal.

Star Internet Cafe
(Terminal Name: AT-1087)
Date: 03 December 2010 | Day: Friday | Time: 05:42:31 PM
Server Status: Connected Online
Version: 1.0.0

Figure 3.2: CLINCK Header

Note	*The server status will be* Connected Online *if the communication with the live server was successful, and* Disconnected *if the communication was unsuccessful.*

3.2 Customer Details

The Customer Details part of the login screen is divided into the following two portions:

- **Customer Name** - This part accepts the following information that is mandatory for starting a browsing session:
  - **Name** - The name of the customer. (Minimum 3 characters required, and the following characters not allowed: ^$#( )<> | * & ? ; ’ % { } = ”)
- **Optional Customer Details** - This part accepts the following optional information:
  - **Gender** - The gender of the customer.
  - **Address** - The address of the customer.
  - **Email ID** - The email ID of the customer.
  - **Contact Number** - The contact number (mobile or landline) of the customer.
  - **ID Card Type** - The type of ID card provided by the customer.
  - **ID Card Number** - The number of the ID card.
  - **Other Information** - Any other information provided by the customer.

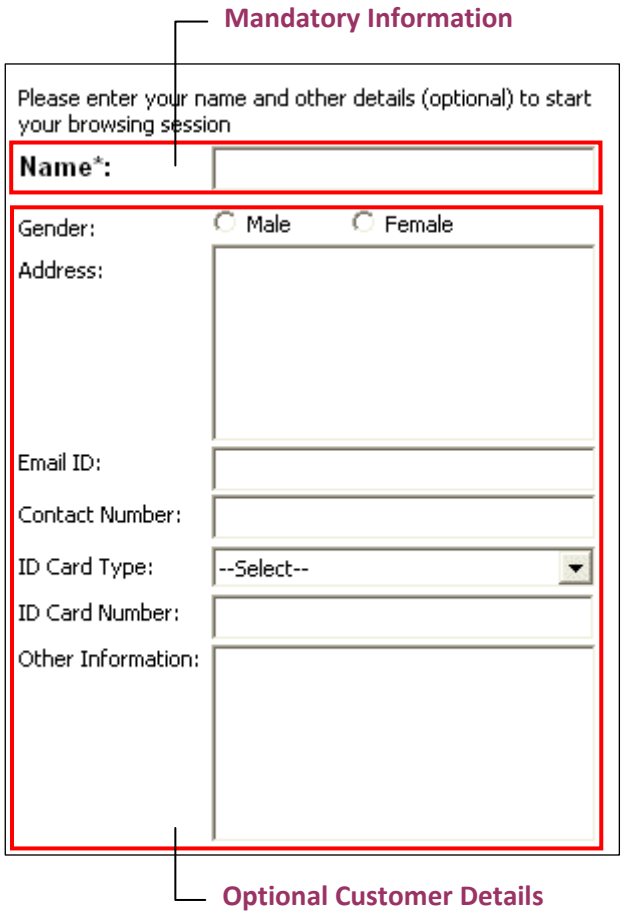


Figure 3.3: Customer Details

Note	*By default, the* **Optional Customer Details** *section is not displayed on the login screen. It can be made visible through the admin settings. See Section 4.5.1 for more details.*

3.3 Start Session

In the **Start Session** part of the login screen, the cyber cafe manager must type the admin password so that the customer can start a browsing session by clicking **Start Session**.

Figure 3.4: Start Session

Note	*The admin password requirement on customer login is optional and not displayed on the login screen by default. The* **Admin Password** *box can be made visible on the login screen through the admin settings. See Section 4.5.4 for more details.*

In addition to this, if a webcam is connected to the terminal and the **Customer Photo** option is enabled in the admin settings, when the customer clicks **Start Session**, the **Photo** dialog box appears, prompting the customer to take a picture and proceed.

Note	▪ *See Section 4.5.2 for details on how to enable or disable the* **Customer Photo** *option in the admin settings.* ▪ *See Section 5.1 for details on the* **Photo** *dialog box and how to take a picture.*

3.4 Browsing Rate Grid

The **Browsing Rate** grid on the login screen displays the different rate plans configured on the computer terminal. The predefined minutes of internet usage and their prices are displayed in the grid.

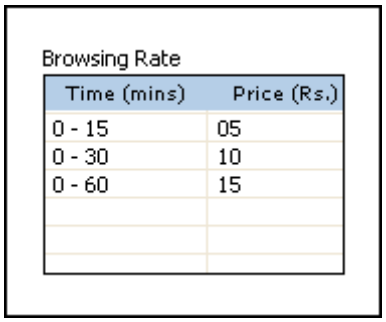


Figure 3.5: Browsing Rate Grid

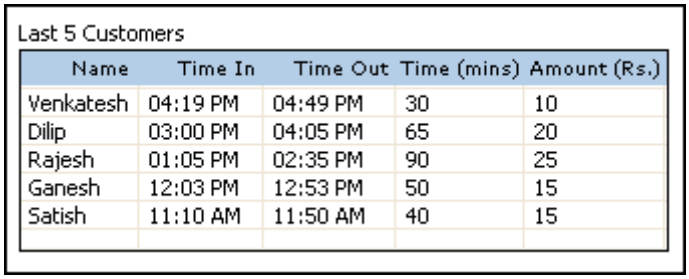
Note	*By default, the* **Browsing Rate** *grid is displayed on the login screen. However, it can be hidden. See Section 4.5.3 for more details.*

3.5 Last 5 Customers

The **Last 5 Customers** section of the login screen contains the following details of the last five customer sessions on that computer terminal:

- **Name** - The name of the customer who used the browsing session.
- **Time In** - The time when the session started.
- **Time Out** - The time when the session ended.
- **Total Time** - The total time duration of the session.
- **Total Amount** - The total amount to be paid by the customer for the session, based on the applicable rate plan.

This information helps the cafe owner or manager in collecting cash from the customers.


Last 5 Customers

Name	Time In	Time Out	Time (mins)	Amount (Rs.)
Venkatesh	04:19 PM	04:49 PM	30	10
Dilip	03:00 PM	04:05 PM	65	20
Rajesh	01:05 PM	02:35 PM	90	25
Ganesh	12:03 PM	12:53 PM	50	15
Satish	11:10 AM	11:50 AM	40	15

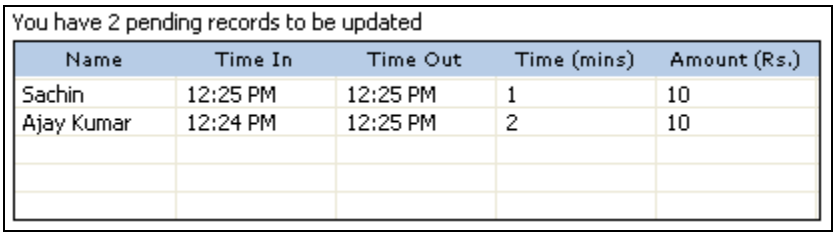
Figure 3.6: Last 5 Customers

Note	*This session data is also present in the* **Current Day - Daily Register Report** *available from the online server if the data was successfully sent to and saved on the server. See Section 6.2 for more details.*

3.6 Pending Records to be Updated

In the **Pending Records to be Updated** part of the login screen, the computer lists the customer sessions about which information has not yet been sent to and saved on the online server. This happens when the terminal is not connected to the server and the **Server Status** is Disconnected (see Section 3.1). The following details of the sessions are displayed in this section:

- **Name** - The name of the customer who used the browsing session.
- **Time In** - The time when the session started.
- **Time Out** - The time when the session ended.
- **Total Time** - The total time duration of the session.
- **Total Amount** - The total amount to be paid by the customer for the session, based on the applicable rate plan.


You have 2 pending records to be updated

Name	Time In	Time Out	Time (mins)	Amount (Rs.)
Sachin	12:25 PM	12:25 PM	1	10
Ajay Kumar	12:24 PM	12:25 PM	2	10

Figure 3.7: Pending Records to be Updated

The purpose of this section is to show which data is not yet saved on the online server and will be lost if the computer is restored to its original state.

Caution	*If Deep Freeze is installed on the computer terminal and the CLINCK Online Cafe Manager is installed on a drive that is not thawed, the terminal is restored to its original state and the pending data is lost when the terminal restarts.*

Note	▪ *Till the terminal is not connected to the online server, the pending data about customer sessions is stored locally on it. It is sent to and stored on the server as soon as the internet connection is available.* ▪ *If the terminal is restarted in the middle of a session, data about the session till its last minute is stored locally. Once the terminal is rebooted and the internet connection is restored, this data is sent to the online server and deleted from the local terminal.*

3.7 Admin Login and Restart/Shutdown Terminal

The login screen does not allow access to the computer without proper login. Therefore, some common features are available in this part of the login screen itself through the following three buttons:

- **Admin Login** - To view and change the admin settings of the CLINCK Online Cafe Manager. (See Chapter 4)
- **Restart Terminal** - To restart the computer terminal from the login screen itself.
- **Shutdown Terminal** - To shutdown the computer terminal from the login screen itself.

Figure 3.8: Admin Login and Restart/Shutdown Terminal

Chapter 4: Admin Settings

The admin settings section of the CLINCK Online Cafe Manager allows the cafe owner or manager to configure the login screen, admin password, and rate plans for the computer terminal, as well as view online reports. It is a password-protected admin section, and a customer cannot access it.

Caution	*If Deep Freeze is installed on the computer terminal, thaw the machine before making any changes in the CLINCK Online Cafe Manager's admin settings. Failure to do so could result in loss of the changes.*

To view and change the admin settings, do the following:

1) On the login screen, click **Admin Login**.

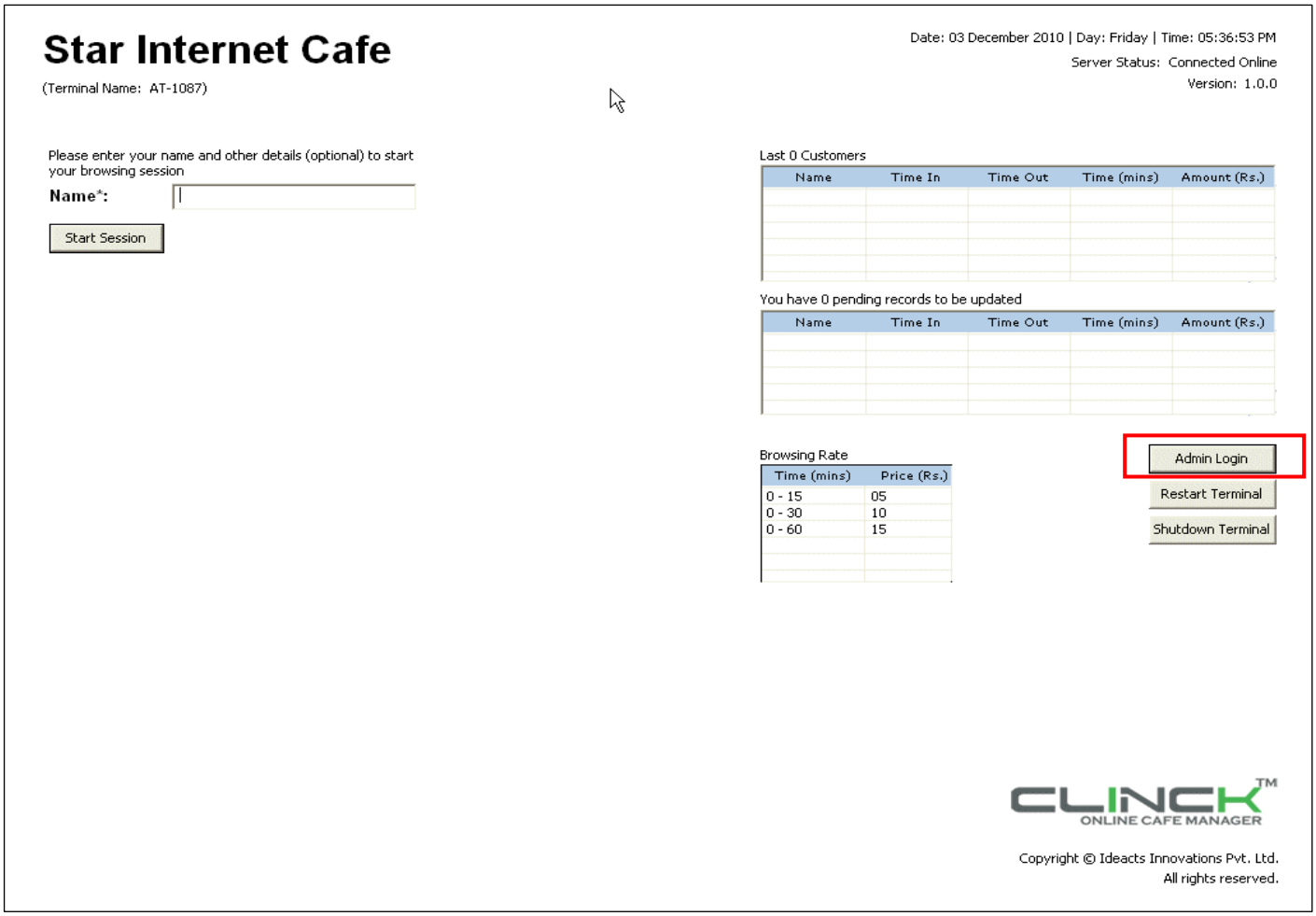


Figure 4.1: Login Screen - Admin Login

The **Admin Password** dialog box appears.

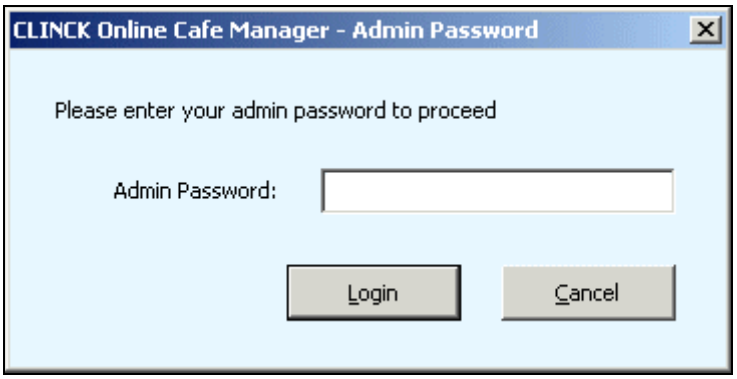


Figure 4.2: Admin Password

2) In the **Admin Password** box, type the admin password of the CLINCK Online Cafe Manager, and then click **Login**. The **Admin Settings** dialog box appears.

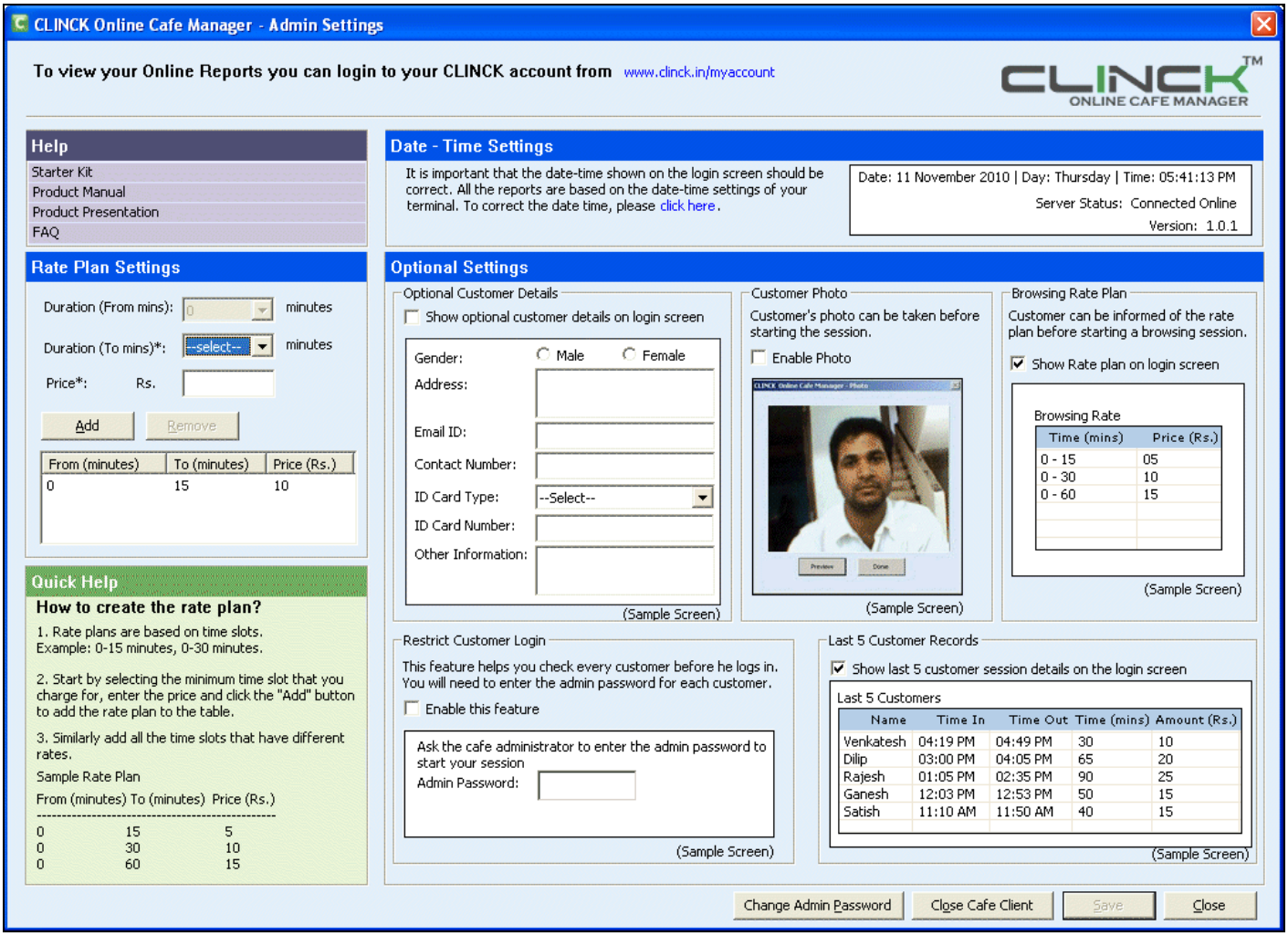

CLINCK Online Cafe Manager - Admin Settings
To view your Online Reports you can login to your CLINCK account from www.clinck.in/myaccount
CLINCK ONLINE CAFE MANAGER
Help
Starter Kit
Product Manual
Product Presentation
FAQ
Date - Time Settings
It is important that the date-time shown on the login screen should be correct. All the reports are based on the date-time settings of your terminal. To correct the date time, please click here.
Date: 11 November 2010 | Day: Thursday | Time: 05:41:13 PM
Server Status: Connected Online
Version: 1.0.1
Rate Plan Settings
Duration (From mins):
Duration (To mins)*:
Price*: Rs.
minutes
Add
Remove
From (minutes) To (minutes) Price (Rs.)
0 15 10
Optional Settings
Optional Customer Details
Show optional customer details on login screen
Gender: Male Female
Address:
Email ID:
Contact Number:
ID Card Type: --Select--
ID Card Number:
Other Information:
(Sample Screen)
Customer Photo
Customer's photo can be taken before starting the session.
Enable Photo
(Sample Screen)
Browsing Rate Plan
Customer can be informed of the rate plan before starting a browsing session.
Show Rate plan on login screen
Browsing Rate
Time (mins) Price (Rs.)
0 - 15 05
0 - 30 10
0 - 60 15
(Sample Screen)
Quick Help
How to create the rate plan?
1. Rate plans are based on time slots. Example: 0-15 minutes, 0-30 minutes.
2. Start by selecting the minimum time slot that you charge for, enter the price and click the "Add" button to add the rate plan to the table.
3. Similarly add all the time slots that have different rates.
Sample Rate Plan
From (minutes) To (minutes) Price (Rs.)
0 15 5
0 30 10
0 60 15
Restrict Customer Login
This feature helps you check every customer before he logs in. You will need to enter the admin password for each customer.
Enable this feature
Ask the cafe administrator to enter the admin password to start your session
Admin Password:
(Sample Screen)
Last 5 Customer Records
Show last 5 customer session details on the login screen
Last 5 Customers
Name Time In Time Out Time (mins) Amount (Rs.)
Venkatesh 04:19 PM 04:49 PM 30 10
Dilip 03:00 PM 04:05 PM 65 20
Rajesh 01:05 PM 02:35 PM 90 25
Ganesh 12:03 PM 12:53 PM 50 15
Satish 11:10 AM 11:50 AM 40 15
(Sample Screen)
Change Admin Password
Close Cafe Client
Save
Close

Figure 4.3: Admin Settings

The **Admin Settings** dialog box has the following main sections:

- Link to online reports
- Help
- Rate Plan Settings
- Date - Time Settings
- Optional Settings
- Change Admin Password button
- Close Cafe Client button

Each of these sections is explained in this chapter.

3) View or change the admin settings as desired.
4) Click **Save** to save the changes and close the dialog box, or click **Close** to close the dialog box without saving the changes.

Result: If you click **Save**, the admin settings are successfully changed.

4.1 Link to online reports

This section at the top of the **Admin Settings** dialog box displays the URL link for viewing the CLINCK Online Cafe Manager's online reports. Click the link to access the reports.

Figure 4.4: Link to Online Reports

Note	*See Chapter 6 for more information on the CLINCK Online Cafe Manager's online reports.*

4.2 Help

The **Help** section provides links to the CLINCK Online Cafe Manager's starter kit, product manual, product presentation, and frequently asked questions.

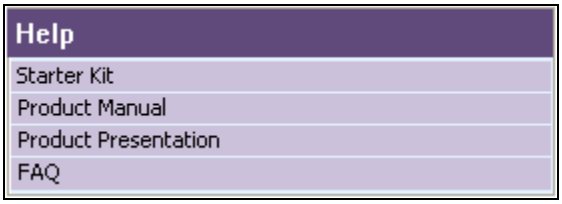


Figure 4.5: Help

4.3 Rate Plan Settings

In the **Rate Plan Settings** section, you can add and delete internet browsing rate plans for the computer terminal.

Note	▪ *A rate plan is the rate in rupees that the cafe charges for internet surfing. This rate is divided into slabs of time. For example,* *0-30 minutes = Rs. 10* *0-60 minutes = Rs. 20* ▪ *Rate plans need to be defined separately on each computer terminal and are stored locally on that particular terminal only.*

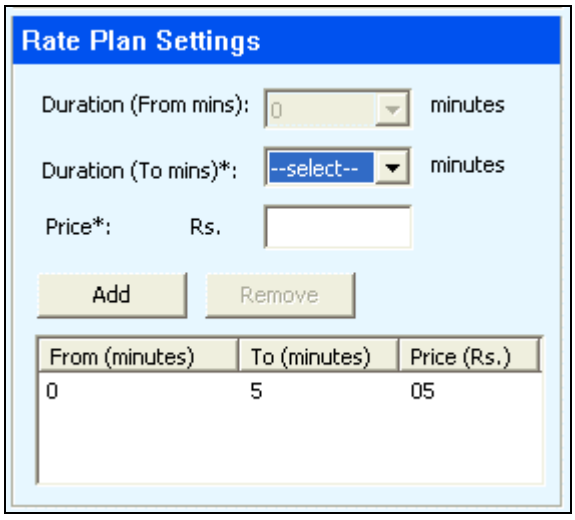


Figure 4.6: Rate Plan Settings

■ To add a rate plan in the **Admin Settings** dialog box, do as follows:

1) *(Mandatory)* In the **Duration (To mins)** box of the **Rate Plan** section, select the number of minutes for the rate plan. For example, 60 minutes.

Note	*The* **Duration (From mins)** *box is disabled and has a default value of zero minutes.*

2) *(Mandatory)* In the **Price** box, enter the amount in rupees to be charged when the internet is used for the selected number of minutes. For example, Rs. 20.

Note	▪ *If the* **Duration (To mins)** *selected is higher than that of an existing rate plan, the* **Price** *you type should be higher than its price.* o *For example, if the price already defined for 30 minutes is Rs. 10, then the price for 60 minutes can be Rs. 20 (that is, greater than Rs. 10).* ▪ *The value provided in the* **Price** *field should be greater than 1.*

3) Click **Add**.

The new rate plan is added to the rate plans list in the section.

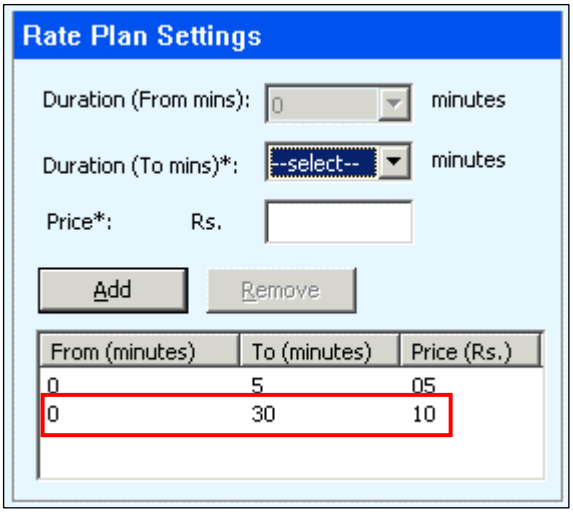


Figure 4.7: New Rate Plan

Note	*To add another rate plan to the list, repeat steps 1), 2), and 3).*

■ To delete a rate plan from the rate plans list, do as follows:

1) Select the rate plan in the rate plans list.

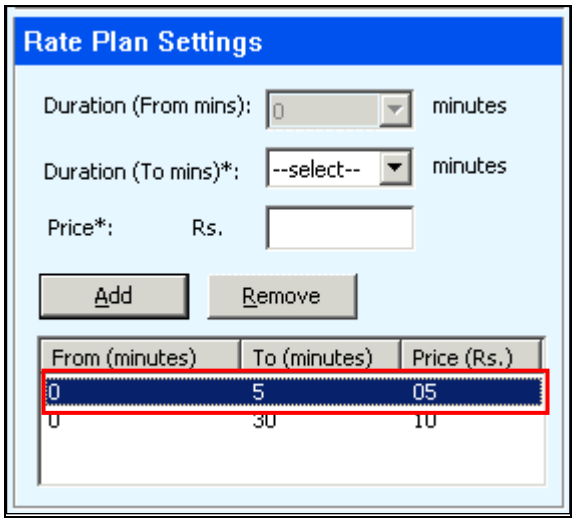


Figure 4.8: Rate Plan to be Removed

2) Click **Remove**.

The rate plan is removed from the list.

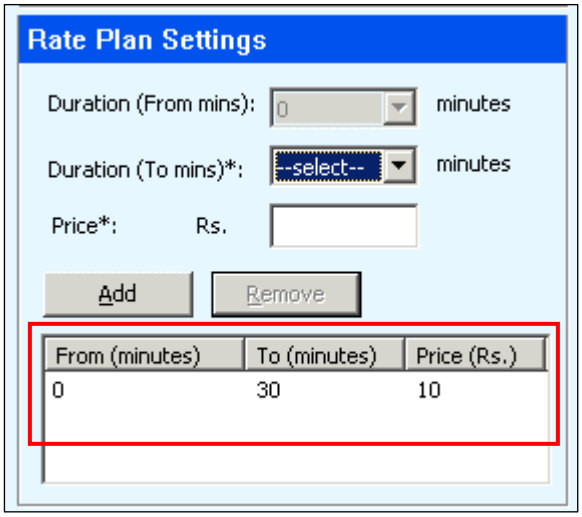


Figure 4.9: Updated Rate Plans List

Note	*To remove another rate plan from the list, repeat steps 1) and 2).*

Further, a **Quick Help** section below the section for **Rate Plan Settings** displays help on how to create a rate plan.

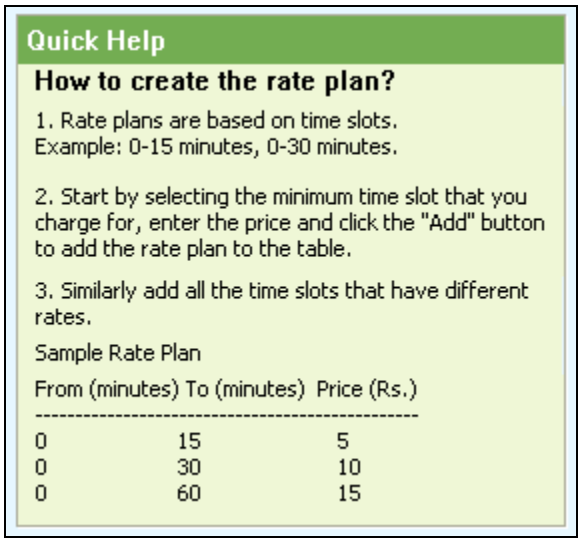

Quick Help
How to create the rate plan?
1. Rate plans are based on time slots.
Example: 0-15 minutes, 0-30 minutes.
2. Start by selecting the minimum time slot that you charge for, enter the price and click the "Add" button to add the rate plan to the table.
3. Similarly add all the time slots that have different rates.
Sample Rate Plan
From (minutes) To (minutes) Price (Rs.)
0 15 5
0 30 10
0 60 15

Figure 4.10: Quick Help for Creating a Rate Plan

4.4 Date - Time Settings

The **Date - Time Settings** section displays the current date, day, and time set for the computer terminal.

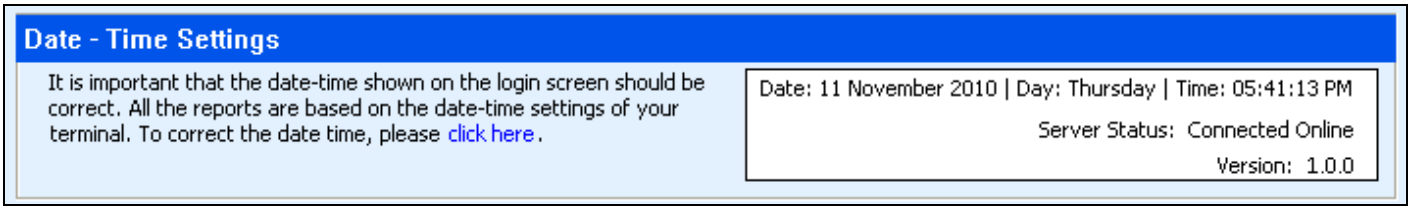

Date - Time Settings
It is important that the date-time shown on the login screen should be correct. All the reports are based on the date-time settings of your terminal. To correct the date time, please click here.
Date: 11 November 2010 | Day: Thursday | Time: 05:41:13 PM
Server Status: Connected Online
Version: 1.0.0

Figure 4.11: Date - Time Settings

To change the date and time, click on the text click here in the section.

The system's **Date and Time Properties** dialog box appears, where you can change the date and time for the terminal.

4.5 Optional Settings

The **Optional Settings** section has the following sub-sections:

- **Optional Customer Details**
- **Customer Photo**
- **Browsing Rate Plan**
- **Restrict Customer Login**
- **Last 5 Customer Records**

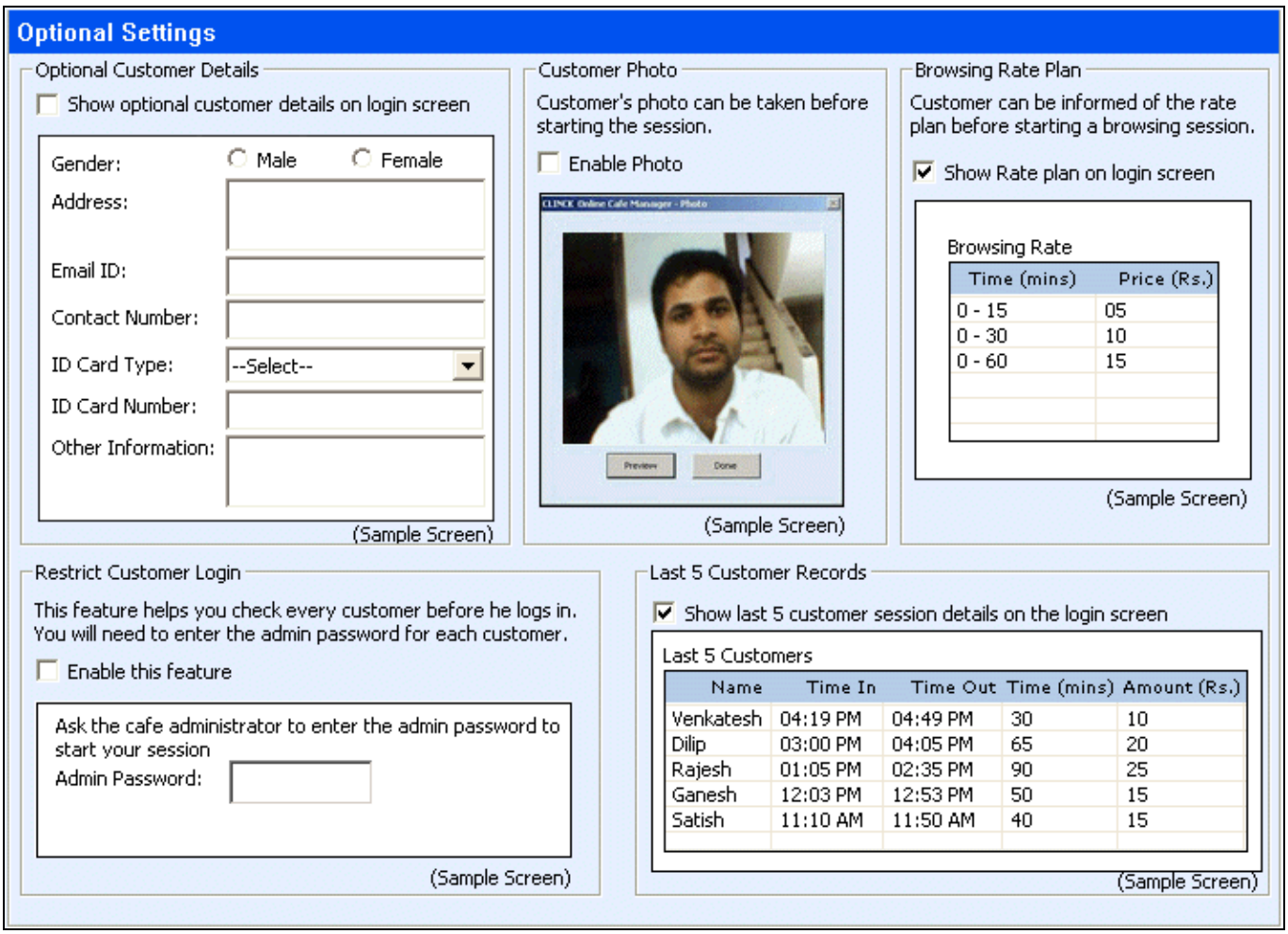


Figure 4.12: Optional Settings

The settings in each of these sections are explained here.

4.5.1 Optional Customer Details

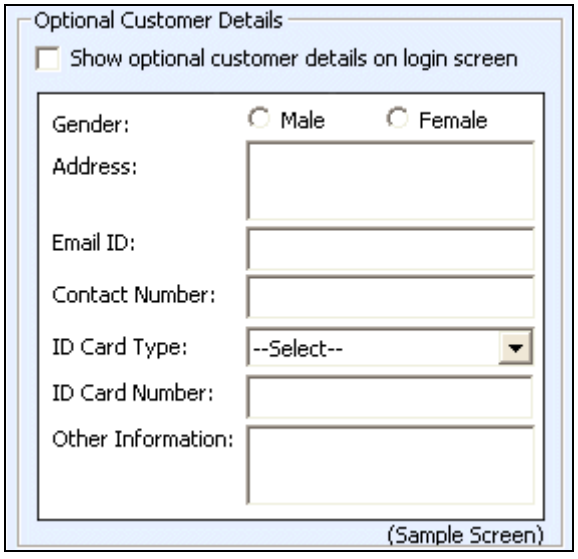


Figure 4.13: Optional Customer Details

This section consists of the **Show optional customer details on login screen** check box. It lets you choose whether or not to display the optional customer details section on the login screen.

- By default, the check box is unselected, and the **Optional Customer Details** section is not visible on the login screen.
- Select the check box to display the **Optional Customer Details** section on the login screen.

4.5.2 Customer Photo

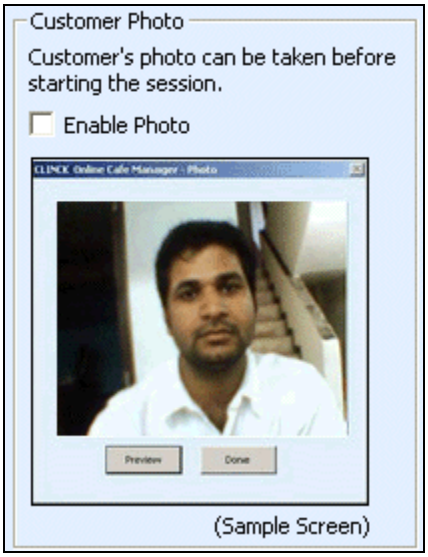


Figure 4.14: Customer Photo

This section consists of the **Enable photo** check box. This setting lets you choose whether or not the customer's photo must be taken during login before starting a browsing session.

- By default, the check box is unselected, and the customer can start a browsing session without taking a photo.
- Select the check box to make it mandatory for the customer to take his or her photo before starting the session. Therefore, when the customer clicks **Start Session** on the login screen, if a webcam is connected to the terminal, the **Photo** dialog box appears, prompting the customer to take a picture and proceed. (See Section 5.1)

4.5.3 Browsing Rate Plan

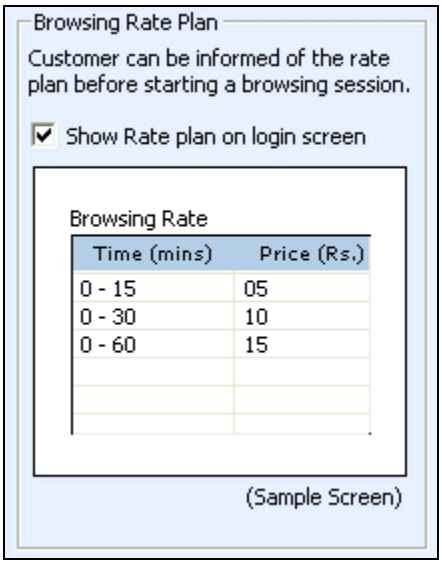


Figure 4.15: Browsing Rate Plan

This section consists of the **Show Rate plan on login screen c**heck box. This setting lets you choose whether or not to display the **Browsing Rate** grid showing the terminal's rate plans on the login screen.

- The check box is selected by default, and the rate plans available on the terminal are displayed in the **Browsing Rate** grid on the login screen.
- Clear the check box to hide the **Browsing Rate** grid from the login screen.

4.5.4 Restrict Customer Login

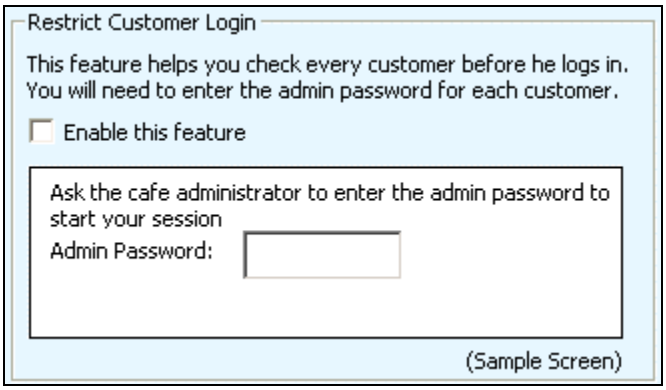

Restrict Customer Login
This feature helps you check every customer before he logs in. You will need to enter the admin password for each customer.
Enable this feature
Ask the cafe administrator to enter the admin password to start your session
Admin Password:
(Sample Screen)

Figure 4.16: Restrict Customer Login

This section consists of a check box to enable the **Restrict Customer Login** feature. This setting lets you choose whether or not the cafe manager must provide the admin password on the login screen so that the customer can start a browsing session. It helps check every customer before login.

- The check box is unselected by default. Therefore, the **Admin Password** box is not displayed on the login screen, and the customer can start a browsing session without the password.
- Select the check box to display the **Admin Password** box on the login screen. When this feature is enabled, the admin password must be entered by the cafe manager in the **Admin Password** box on the login screen before the customer can start a browsing session by clicking **Start Session**.

4.5.5 Last 5 Customer Records

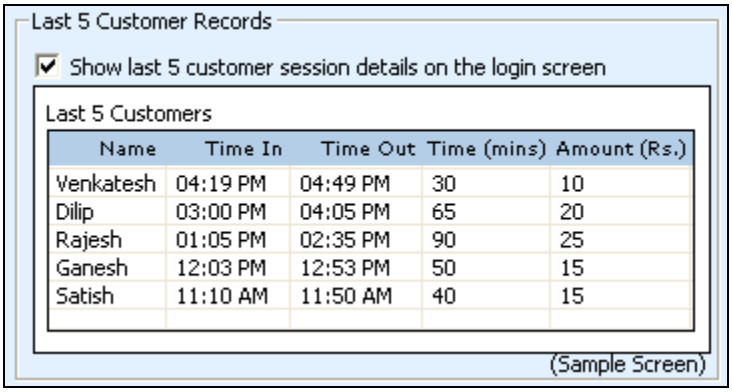

Last 5 Customer Records
Show last 5 customer session details on the login screen
Last 5 Customers
Name Time In Time Out Time (mins) Amount (Rs.)
Venkatesh 04:19 PM 04:49 PM 30 10
Dilip 03:00 PM 04:05 PM 65 20
Rajesh 01:05 PM 02:35 PM 90 25
Ganesh 12:03 PM 12:53 PM 50 15
Satish 11:10 AM 11:50 AM 40 15
(Sample Screen)

Figure 4.17: Last 5 Customer Records

This section consists of the **Show last 5 customer session details on the login screen** check box. This setting lets you choose whether or not to display the details of the terminal's last five customer sessions on the login screen.

- The check box is selected by default, and the details of the last five customer sessions are visible on the login screen.
- Clear the check box to hide the details of the last five customer sessions from the login screen.

4.6 Change Admin Password button

The **Change Admin Password** button at the bottom of the **Admin Settings** dialog box lets you replace the existing admin password with a new password.

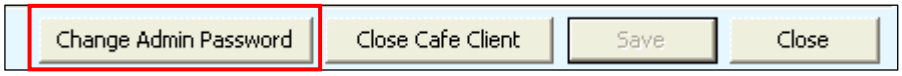


Figure 4.18: Change Admin Password button

To change the admin password, do as follows:

1) Click **Change Admin Password**.

The **Change Password** dialog box appears.

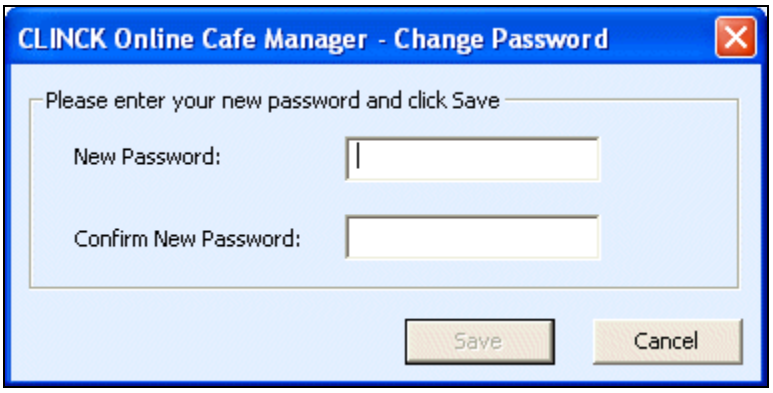


Figure 4.19: Change Password

2) In the **New Password** box of the **Change Password** dialog box, type the password that you want to set as the new admin password.
3) In the **Confirm New Password** box, retype the new password.

Note	*The admin password should be remembered or recorded in a safe place for future use. If the password is forgotten, the terminal can be operated only by uninstalling the CLINCK Online Cafe Manager in the Windows safe mode.*

4.7 Close Cafe Client button

The **Close Cafe Client** button at the bottom of the **Admin Settings** dialog box lets you instantly close the CLINCK Online Cafe Manager on the computer terminal. Click the button to close the application.

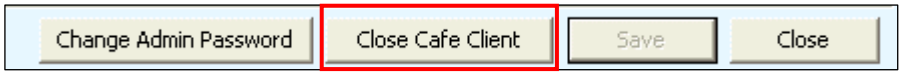


Figure 4.20: Close Cafe Client button

Chapter 5: Customer Session Management

A cafe manager or owner needs to supervise customer logins and logouts in the CLINCK Online Cafe Manager, as well as collect payments for the internet usage. On the other hand, information about the customer sessions in the CLINCK Online Cafe Manager is automatically sent from the local terminal to the online server and stored there.

This chapter explains how to log in and log out a customer from a session and how to know the amount he or she has to pay for the internet usage.

5.1 Logging in a Customer

The procedure below describes how to log in a customer at a terminal controlled by the CLINCK Online Cafe Manager.

1) At a terminal on which the CLINCK Online Cafe Manager is running, ask the customer to do the following:
   i) *(Mandatory)* In the **Name** box on the login screen of the CLINCK Online Cafe Manager, type the customer's name (upto 25 characters).

Note	*If the* **Optional Customer Details** *section is displayed on the login screen, the customer can choose to also complete the steps ii) to viii).*

   ii) In the **Gender** field, click the appropriate gender for the customer.
   iii) In the **Address** box, type the customer's address.
   iv) In the **Email ID** box, type the customer's email ID.
   v) In the **Contact Number** box, type the customer's contact number (mobile or landline).
   vi) In the **ID Card Type** box, select the type of ID card provided by the customer.
   vii) In the **ID Card Number** box, type the customer's ID card number.
   viii) In the **Other Information** box, type any other information about the customer.

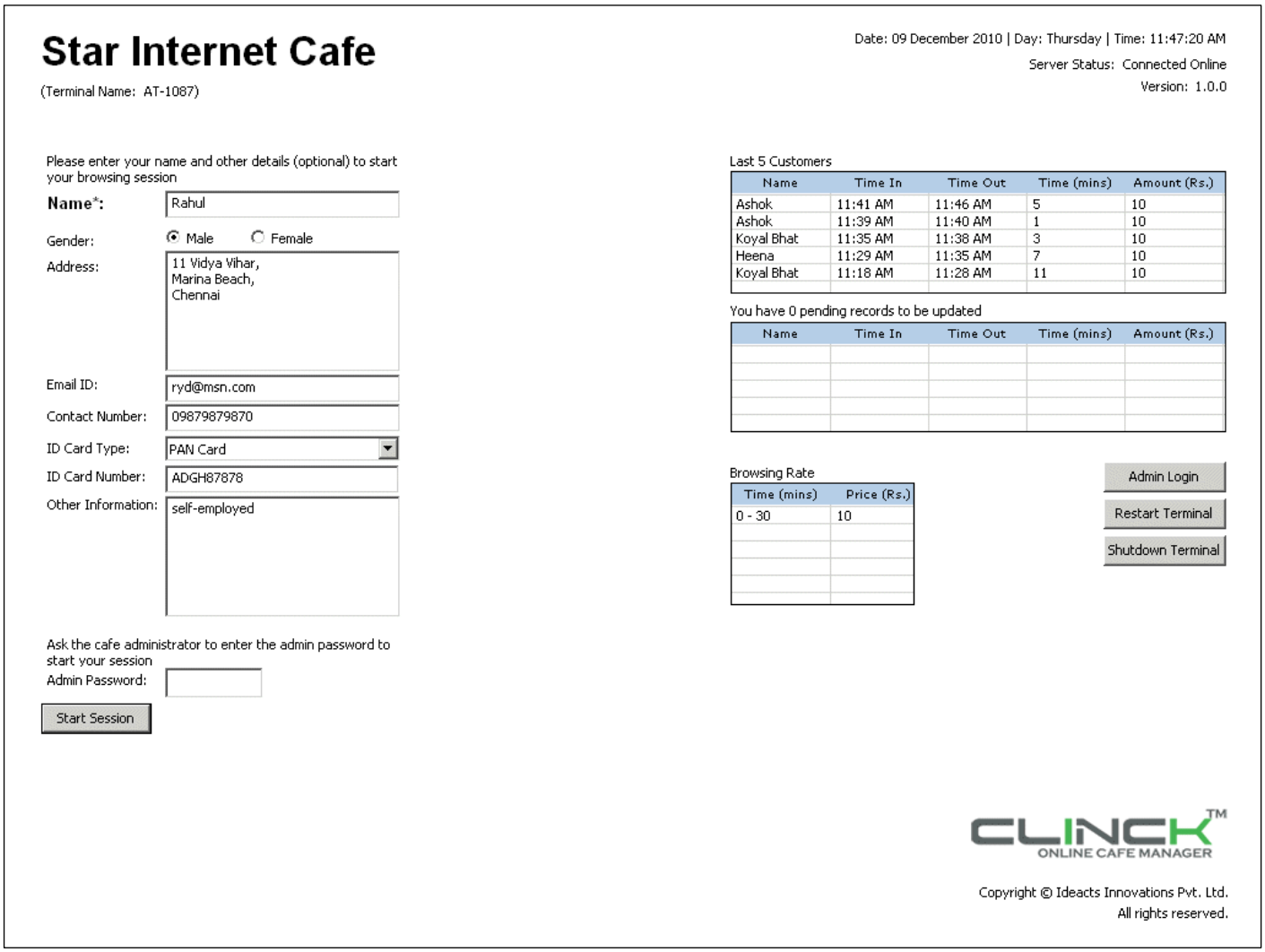


Figure 5.1: Customer Details on Login Screen

2) If the **Admin Password** box is visible on the login screen, type the admin password of the CLINCK Online Cafe Manager in it.

Note	*The* **Restrict Customer Login** *option should be enabled in the admin settings to display the* **Admin Password** *box on the login screen and prevent the customer from logging into a terminal without the cafe manager's supervision. The admin password should be known only to the cafe manager or owner. See Section 4.5.4 for more details on the* **Restrict Customer Login** *option.*

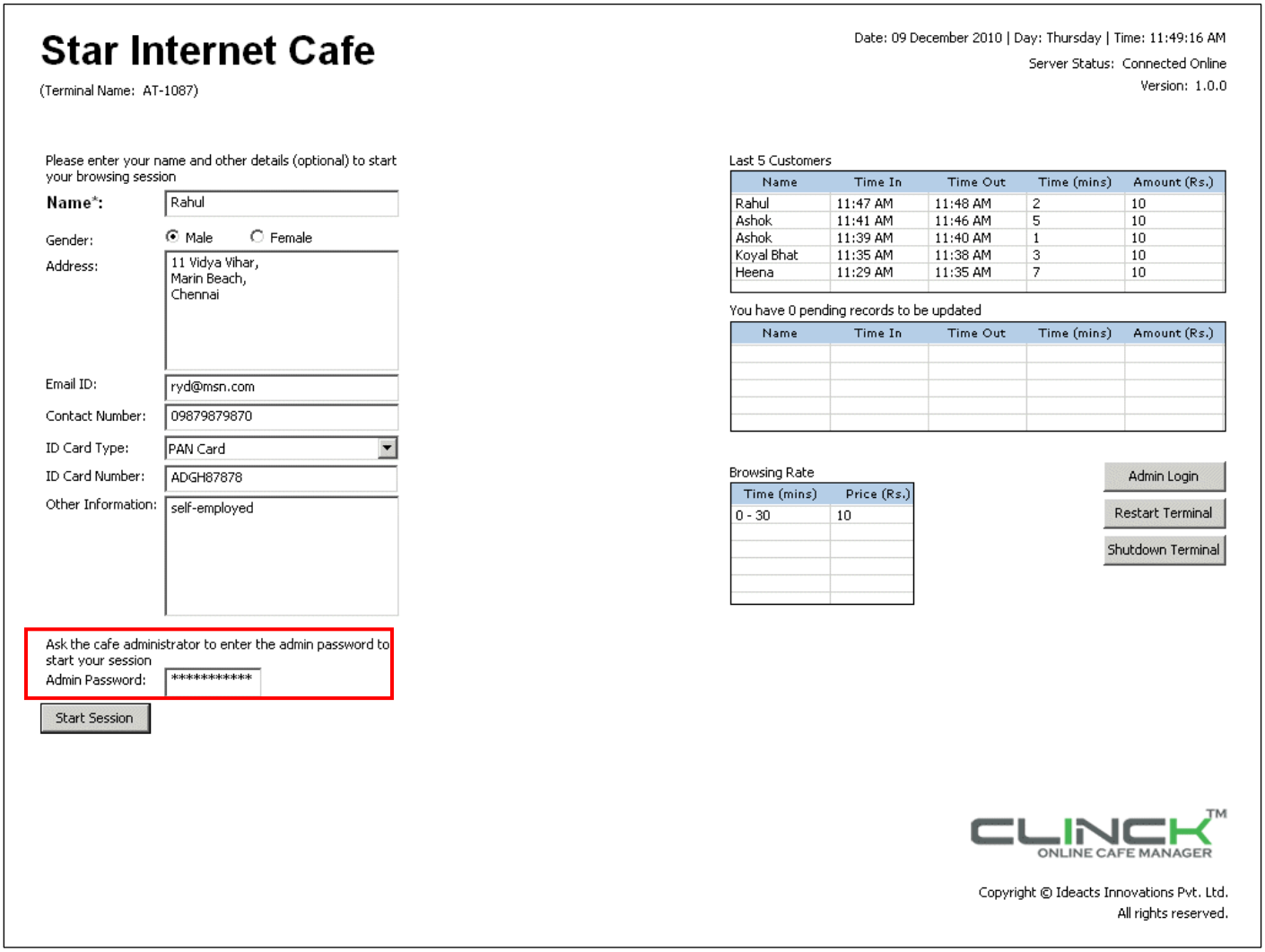

Star Internet Cafe
(Terminal Name: AT-1087)
Date: 09 December 2010 | Day: Thursday | Time: 11:49:16 AM
Server Status: Connected Online
Version: 1.0.0
Please enter your name and other details (optional) to start your browsing session
Name*: Rahul
Gender: Male Female
Address: 11 Vidya Vihar, Marin Beach, Chennai
Email ID: ryd@msn.com
Contact Number: 09879879870
ID Card Type: PAN Card
ID Card Number: ADGH87878
Other Information: self-employed
Ask the cafe administrator to enter the admin password to start your session
Admin Password: **********
Start Session
Last 5 Customers
Name Time In Time Out Time (mins) Amount (Rs.)
Rahul 11:47 AM 11:48 AM 2 10
Ashok 11:41 AM 11:46 AM 5 10
Ashok 11:39 AM 11:40 AM 1 10
Koyal Bhat 11:35 AM 11:38 AM 3 10
Heena 11:29 AM 11:35 AM 7 10
You have 0 pending records to be updated
Name Time In Time Out Time (mins) Amount (Rs.)
Browsing Rate
Time (mins) Price (Rs.)
0 - 30 10
Admin Login
Restart Terminal
Shutdown Terminal
CLINCK™
ONLINE CAFE MANAGER
Copyright © Ideacts Innovations Pvt. Ltd.
All rights reserved.

Figure 5.2: Admin Password on Login Screen

3) Ask the customer to click **Start Session** when he or she wants to begin the browsing session.

If a webcam is connected to the terminal and the **Customer photo should be taken during login** option is selected in the admin settings, the **Photo** dialog box appears, prompting the customer to take a picture and proceed.

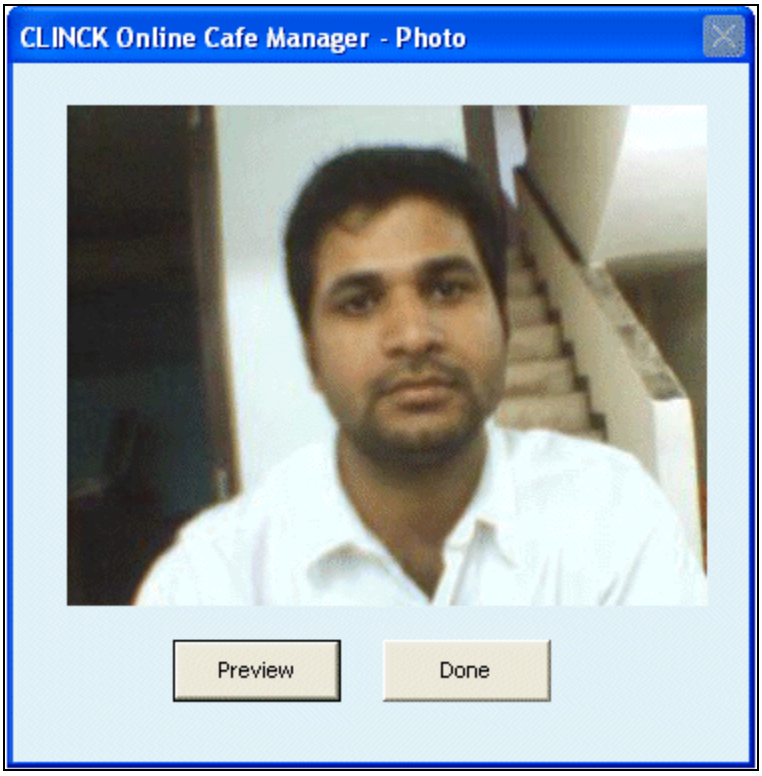


Figure 5.3: Photo Dialog Box

4) If the **Photo** dialog box appears, ask the customer to do the following:
   i) Sit before the webcam and click **Take Picture**.
   The customer's picture is captured.
   ii) *(Optional)* Click **Preview** to see a preview of the picture taken.
   iii) *(Optional)* Click **Take Picture** again if the picture in the preview is not satisfactory.
   iv) Click **Done**.
   The picture is saved with the customer's other details on the local terminal.

Note	*Step 4) is mandatory if a webcam is connected to the terminal and the* **Customer photo should be taken during login** *option is selected in the admin settings.*

Result: A browsing session is started for the customer, and the CLINCK Desktop appears along with the **Session Details** dialog box.

Note	*The CLINCK Desktop is a simple desktop application with content, utilities, search, and brand offers for your cafe's customers.*

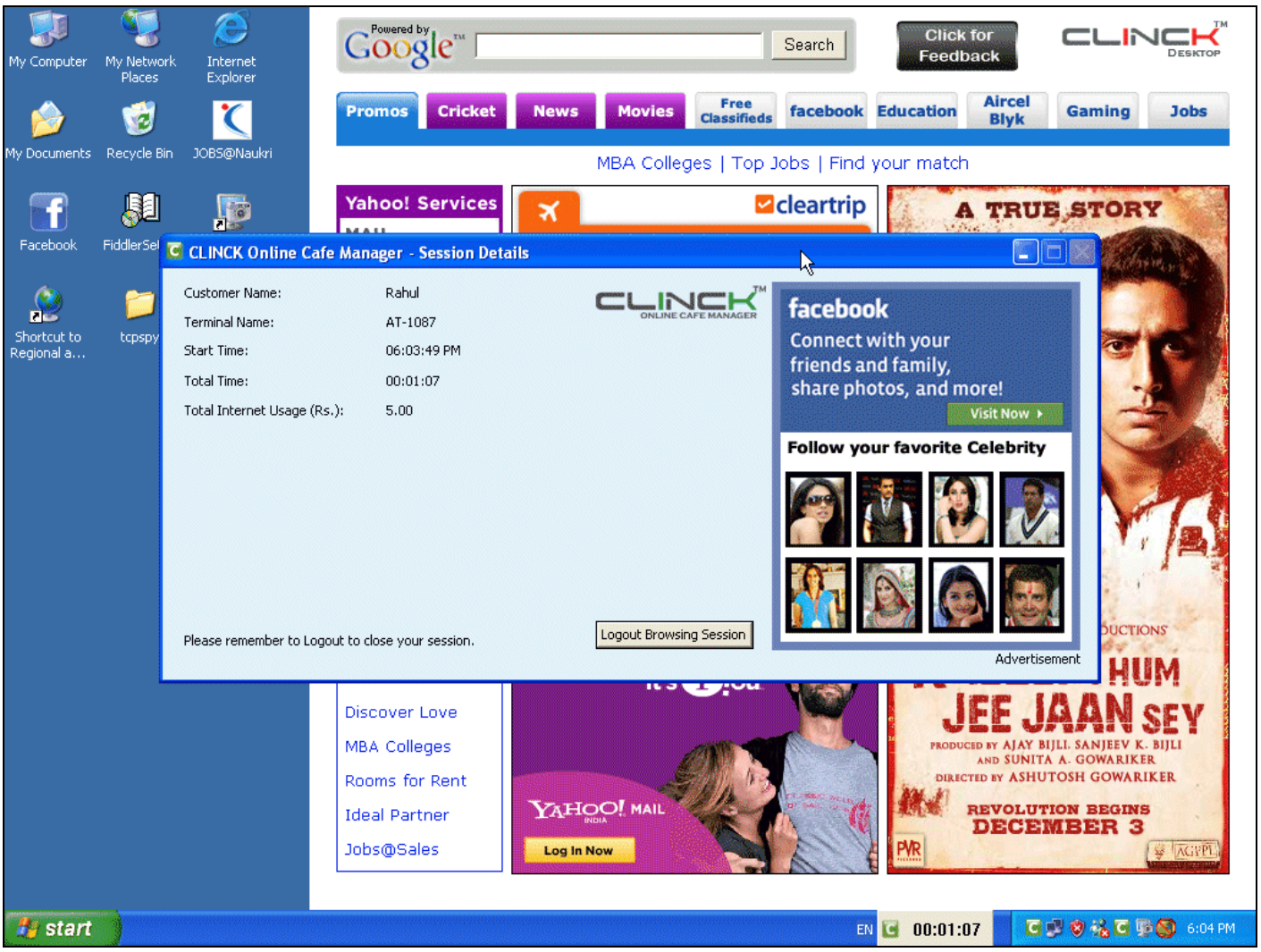


Figure 5.4: CLINCK Desktop with Session Details Dialog Box

The customer can minimize the **Session Details** dialog box and start browsing the internet. When the dialog box is minimized, the CLINCK icon appears on the taskbar along with a continuous calculation of the session time.

Figure 5.5: CLINCK Icon on the Taskbar

The **Session Details** dialog box can be opened again at any time by clicking the CLINCK icon on the taskbar. The following details about the session are displayed in the dialog box:

- **Customer Name** - Name of the customer.
- **Terminal Name** - The name of the computer terminal fetched directly from the operating system.
- **Start Time** - The exact time when the session started.
- **Total Time** - The total duration of the session so far.
- **Total Internet Usage (Rs.)** - The total amount to be paid by the customer for the session time used so far, based on the applicable rate plan.

The customer can view these details in the **Session Details** dialog box at any time during the session.

5.2 Logging out and Billing a Customer

The procedure below describes how to log out the customer from the terminal, and how to know the total internet usage and the amount to be paid by the customer.

To log out from the terminal, ask the customer to do the following:

1) Click the CLINCK icon on the taskbar.
   The **Session Details** dialog box appears.

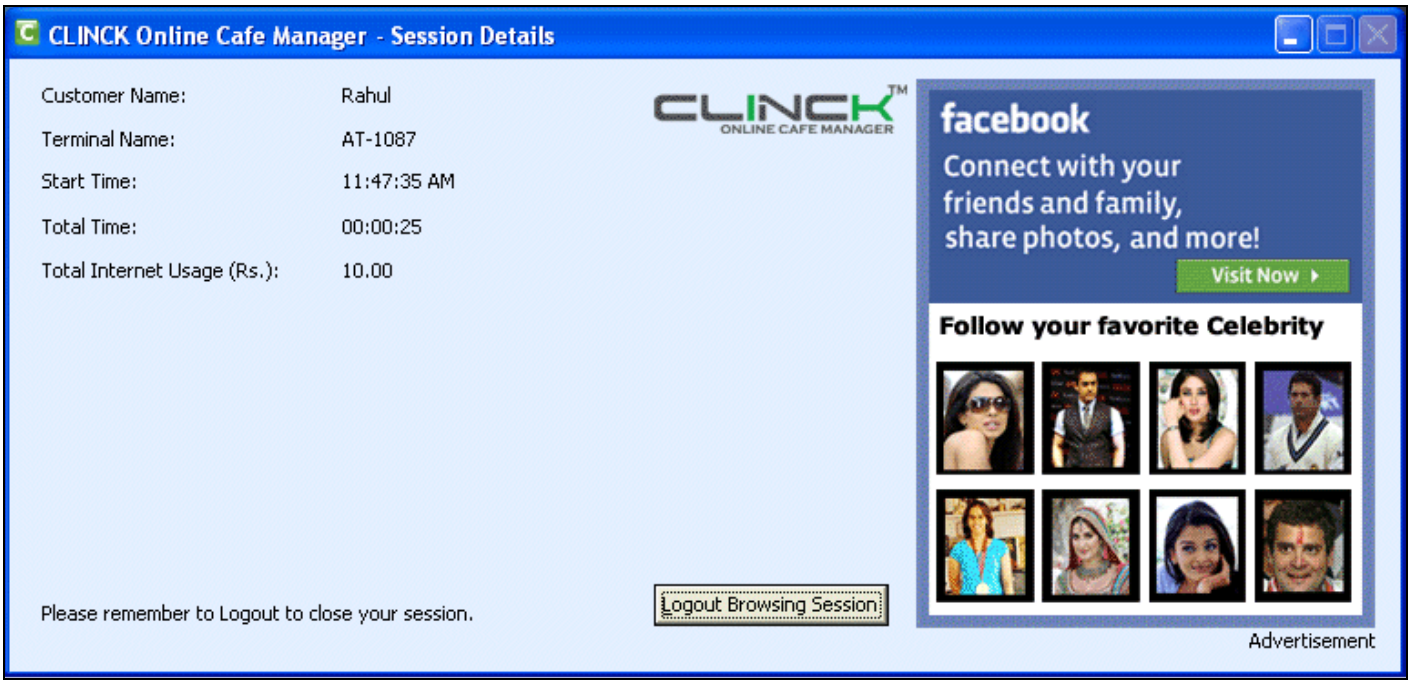

CLINCK Online Cafe Manager - Session Details
Customer Name: Rahul
Terminal Name: AT-1087
Start Time: 11:47:35 AM
Total Time: 00:00:25
Total Internet Usage (Rs.): 10.00
CLINCK ONLINE CAFE MANAGER
facebook
Connect with your friends and family, share photos, and more!
Visit Now
Follow your favorite Celebrity
Please remember to Logout to close your session.
Logout Browsing Session
Advertisement

Figure 5.6: Session Details Dialog Box

2) In the Session Details dialog box, click **Logout Browsing Session**.
   The **Session Logout** dialog box appears, displaying the following details for the customer's knowledge:
   - **Total Time** - The total duration of the session so far.
   - **Total Amount (Rs.) -** The total amount to be paid by the customer for the session time used so far, based on the applicable rate plan.

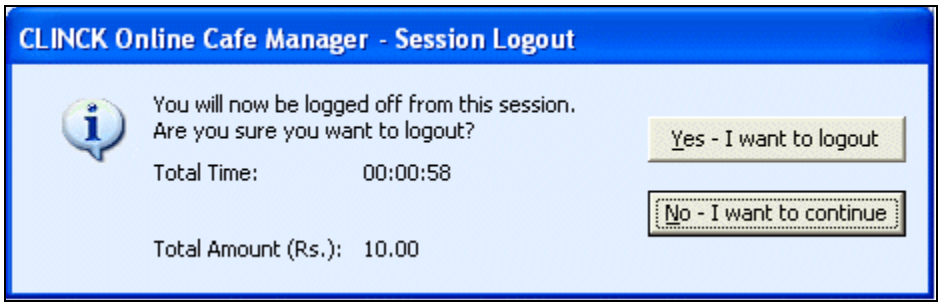

CLINCK Online Cafe Manager - Session Logout
You will now be logged off from this session.
Are you sure you want to logout?
Total Time: 00:00:58
Total Amount (Rs.): 10.00
Yes - I want to logout
No - I want to continue

Figure 5.7: Session Logout Dialog Box

3) In the **Session Logout** dialog box, click **Yes - I want to logout** in order to log out from the session, or click **No - I want to continue** in order to continue the browsing session.

Result:

- If the customer clicks **No - I want to continue**, the **Session Details** dialog box reappears, which can be minimized to the taskbar in order to continue browsing.
- If the customer clicks **Yes - I want to logout**, the login screen appears, with the **Last 5 Customers** section displaying the session's details, including the amount to be charged to the customer.

Chapter 6: Online Reports

Reports for the CLINCK Online Cafe Manager are not stored on the local terminal, but are available on its server and can be viewed online. These reports show records of the customer sessions that took place on your cafe's computer terminals on any particular day or in a particular month. Further, from the daily report, you can also view the details of a particular customer who browsed the internet at your cafe on that day.

Note	*Data that appears in the online reports is sent from the cafe's computer terminal to the server only if the terminal is connected to the server.*

To view the different report options, do as follows:

1) In your internet browser, open the link *http://www.clinck.in/myaccount*.
   CLINCK's sign in page appears.
2) In the **Cafe Code** box on the sign in page, type the cafe code that you received from Ideacts when you registered your cafe on the CLINCK partners website.
3) In the **Password** box, type the password that you set at the time of registration.

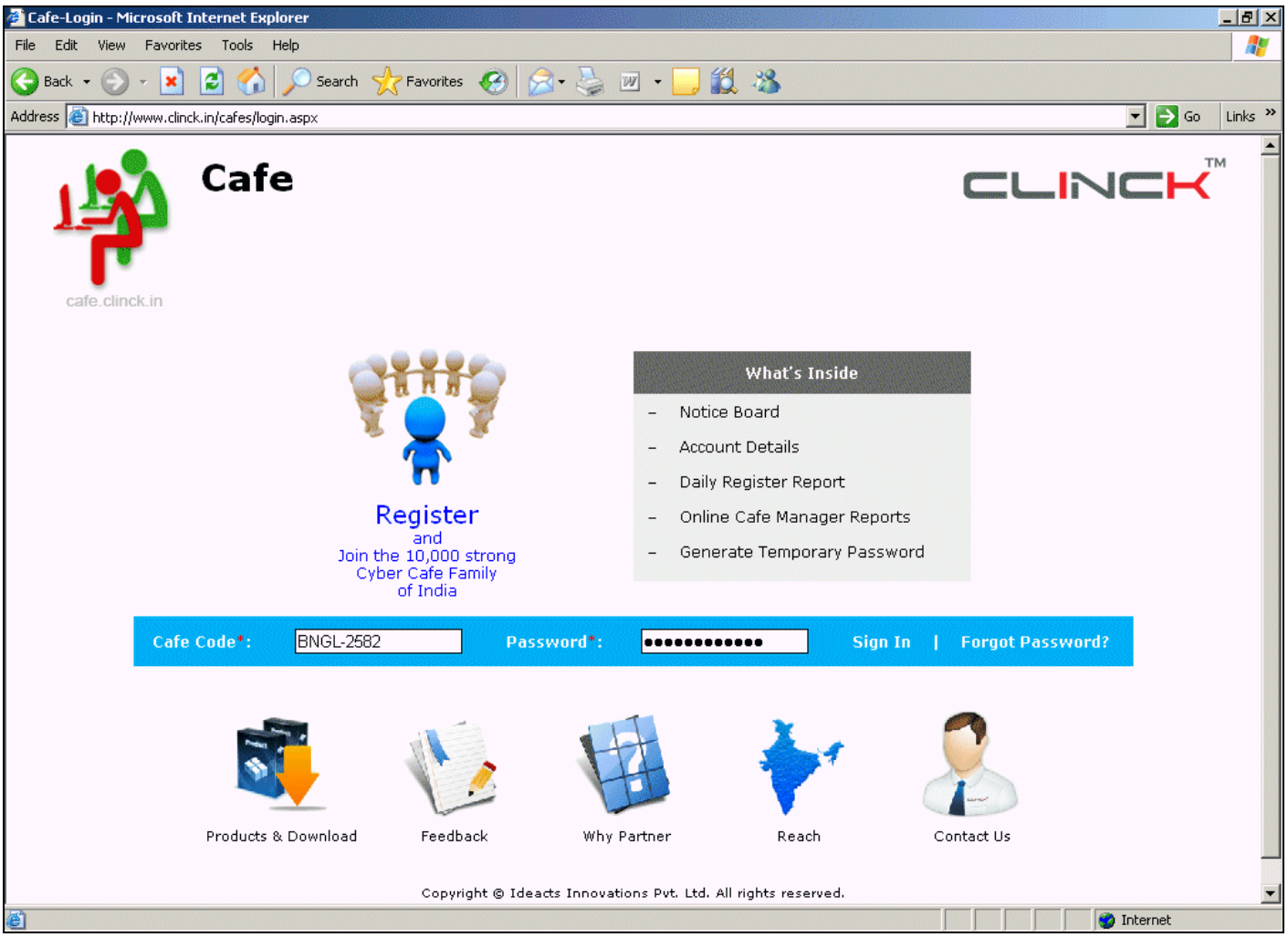


Figure 6.1: CLINCK's Sign In Page

4) Click **Sign In**.
   The home page of your CLINCK account appears.
5) On the account home page, click **Reports**.
   The **Reports** page appears.
6) On the **Reports** page, click **Online Cafe Manager Reports**.

Result: The **Online Cafe Manager Reports** page appears with links to the following three reports:

- **Month Summary**
- **Current Day - Daily Register Report**
- **Previous Day - Daily Register Report**

The **Month Summary** page is displayed by default.

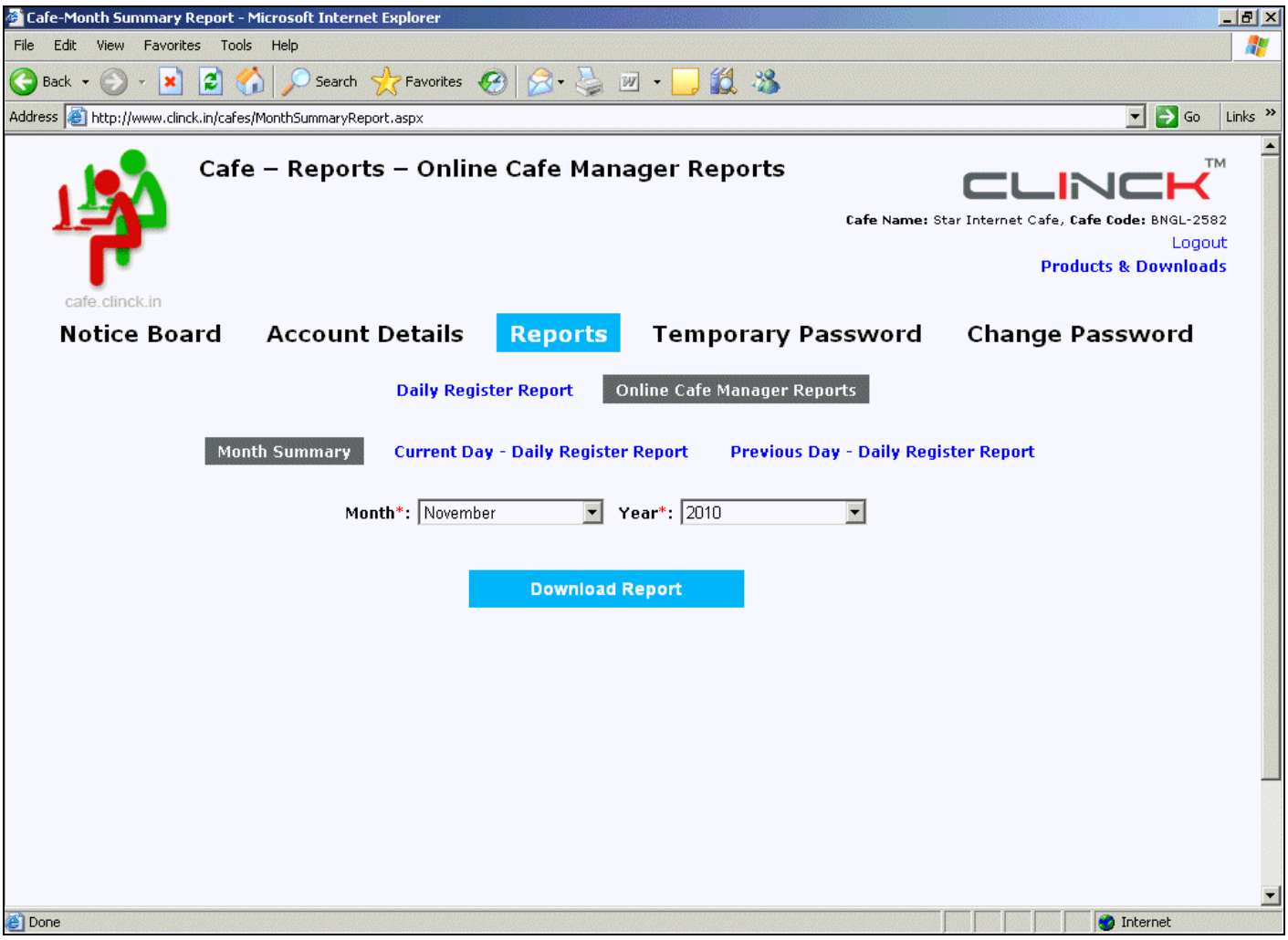


Figure 6.2: Online Cafe Manager Reports Page

Each of the three reports as well as the procedure for viewing them is explained in the sections that follow.

6.1 Month Summary

The **Month Summary** report provides a summary of customer transactions for each working day of your cafe in a particular month.

To view the **Month Summary** report, do as follows:

1) On the **Online Cafe Manager Reports** page, click **Month Summary**.
   The **Month Summary** page appears.

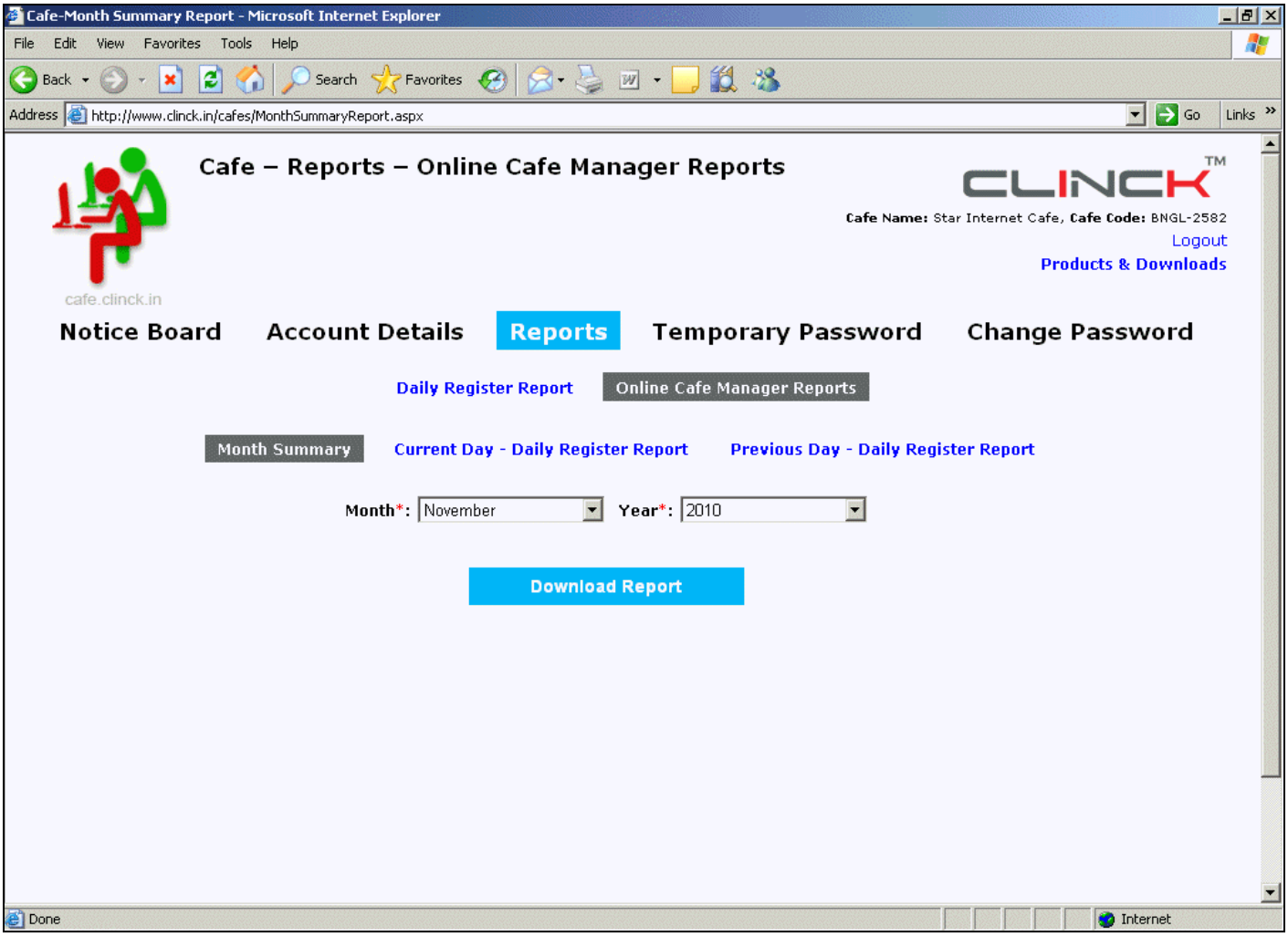


Figure 6.3: Month Summary Page

2) In the **Month** and **Year** boxes on the **Month Summary** page, select the month and year for which you want to view a month summary.
3) Click **Download Report**.
   A **File Download** dialog box appears.

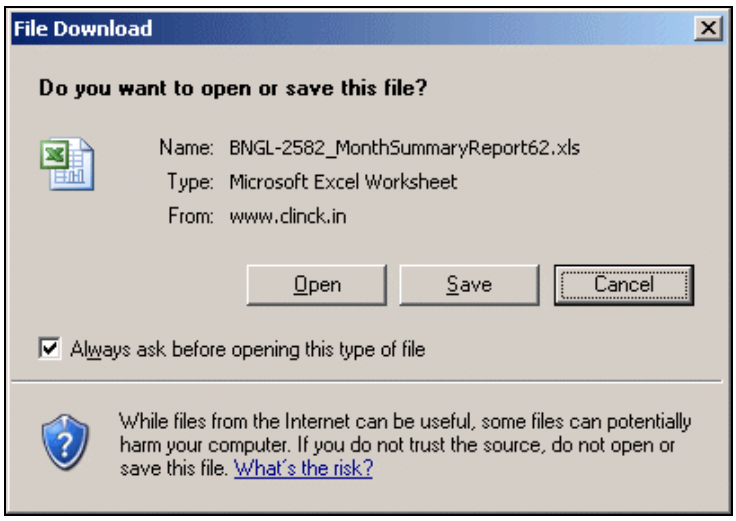
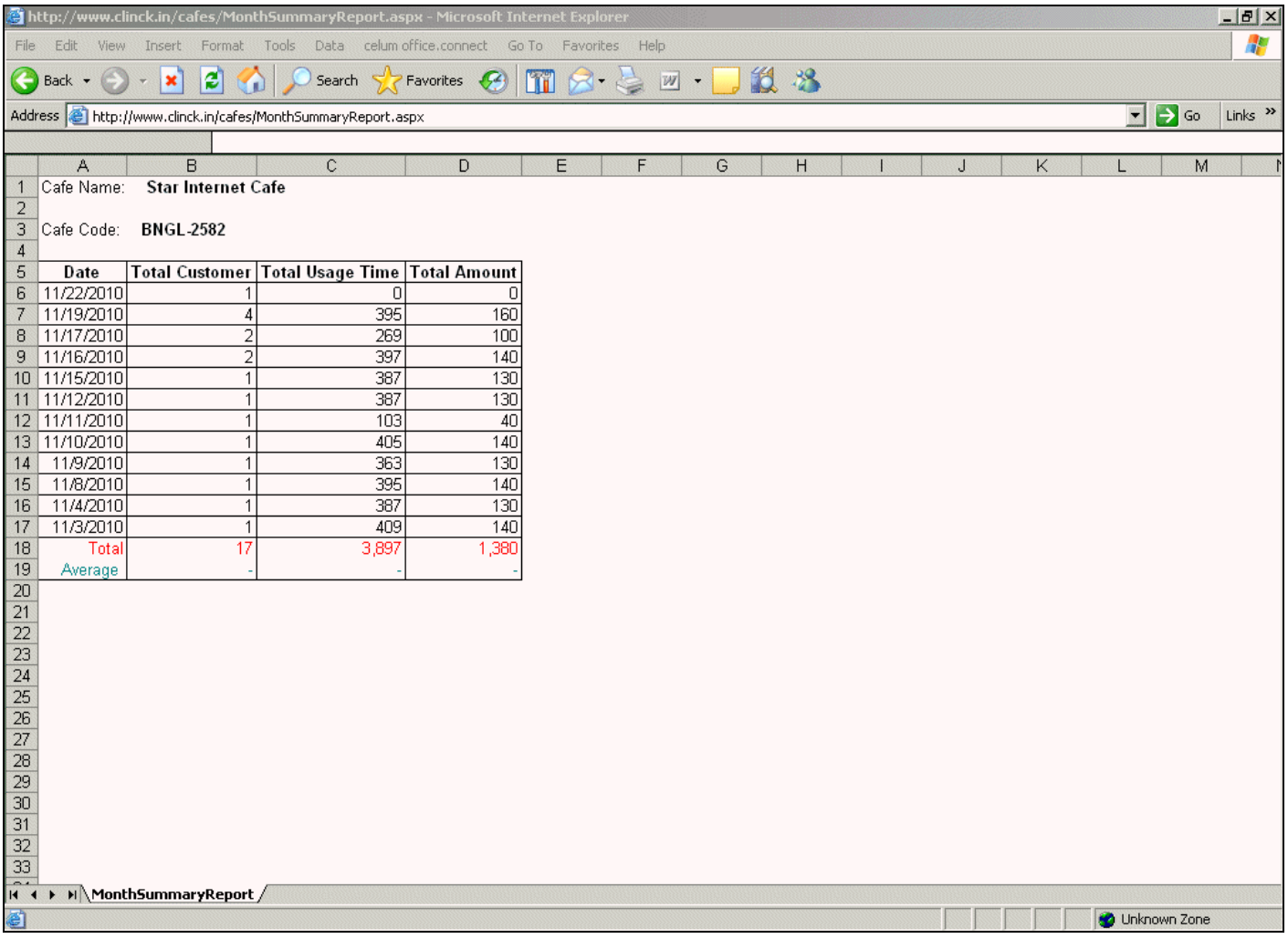

File Download
Do you want to open or save this file?
Name: BNGL-2582_MonthSummaryReport62.xls
Type: Microsoft Excel Worksheet
From: www.clinck.in
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 6.4: File Download for the Month Summary Report

4) In the **File Download** dialog box, click **Open** to open the report, or click **Save** to save the report as a Microsoft Excel worksheet on your computer or a storage device.
   - If you click **Open**, the **Month Summary** report appears as a worksheet.



Date	Total Customer	Total Usage Time	Total Amount
11/22/2010	1	0	0
11/19/2010	4	395	160
11/17/2010	2	269	100
11/16/2010	2	397	140
11/15/2010	1	387	130
11/12/2010	1	387	130
11/11/2010	1	103	40
11/10/2010	1	405	140
11/9/2010	1	363	130
11/8/2010	1	395	140
11/4/2010	1	387	130
11/3/2010	1	409	140
Total	17	3,897	1,380
Average	-	-	-

Figure 6.5: Month Summary Report

- If you click **Save**, the **Month Summary** report is saved in the location you choose.

The **Month Summary** report provides the following details:

- **Date** - The date on which customers browsed the internet at your cafe.
- **Total Customer** - The total number of customers at your cafe on that date.
- **Total Usage Time** - The total duration (in minutes) of internet usage at your cafe on that date.
- **Total Amount** - The total amount (in rupees) earned for the internet usage.

Moreover, the total figures for the number of customers, the internet usage, and the amount earned in the selected month are also displayed at the bottom of the report.

Date	Total Customer	Total Usage Time	Total Amount
11/22/2010	1	0	0
11/19/2010	4	395	160
11/17/2010	2	269	100
11/16/2010	2	397	140
11/15/2010	1	387	130
11/12/2010	1	387	130
11/11/2010	1	103	40
11/10/2010	1	405	140
11/9/2010	1	363	130
11/8/2010	1	395	140
11/4/2010	1	387	130
11/3/2010	1	409	140
Total	17	3,897	1,380
Average	-	-	-

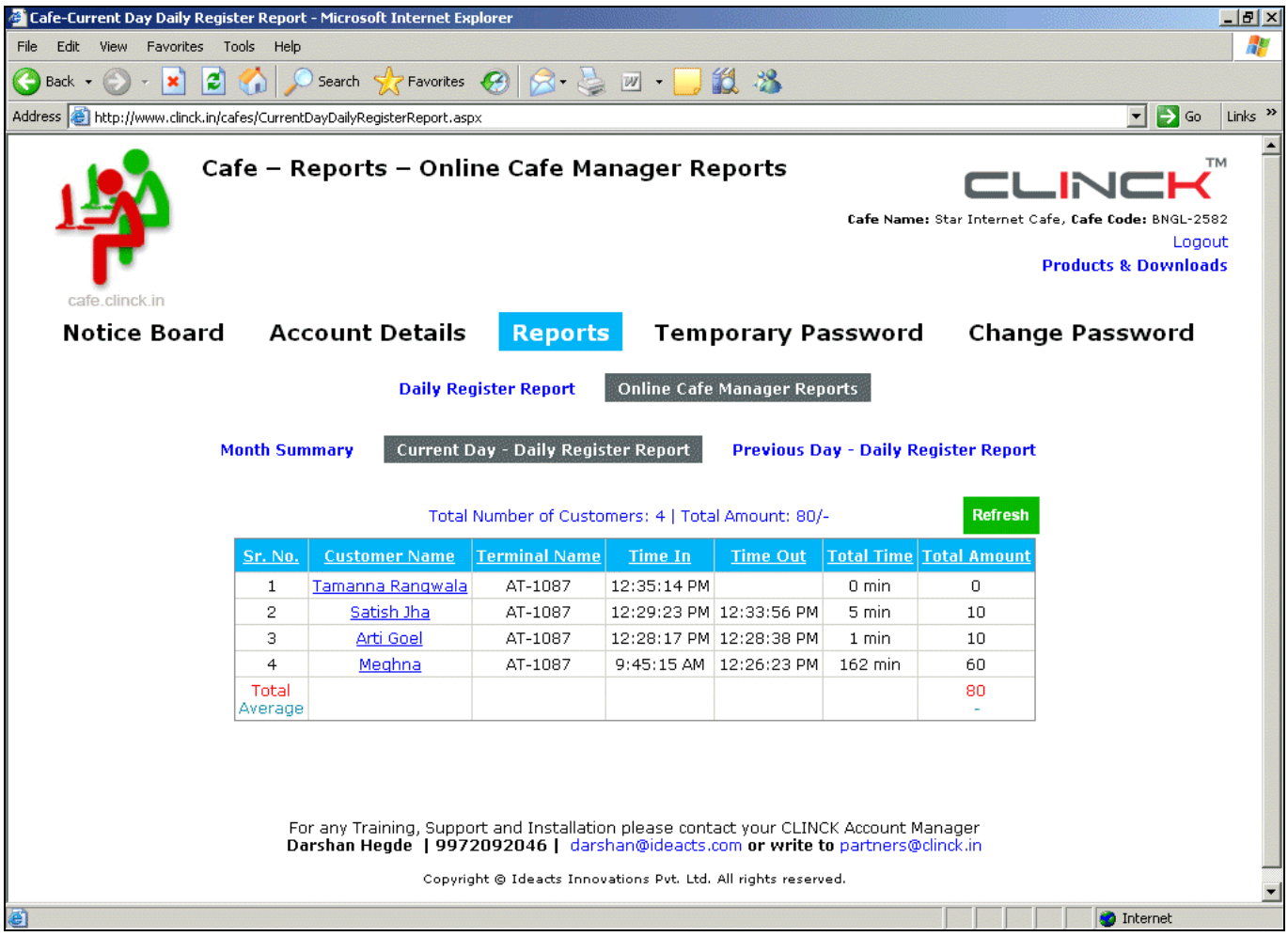
Figure 6.6: Details of the Month Summary Report

6.2 Current Day - Daily Register Report

The **Current Day - Daily Register Report** provides a list of the customer sessions that took place on your cafe's terminals on the day of the report till the time when the report was generated.

To view the **Current Day - Daily Register Report**, do as follows:

On the **Online Cafe Manager Reports** page, click **Current Day - Daily Register Report**.
The **Current Day - Daily Register Report** appears.


Cafe-Current Day Daily Register Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.clinck.in/cafes/CurrentDayDailyRegisterReport.aspx
Go Links
Cafe – Reports – Online Cafe Manager Reports
CLINCK™
Cafe Name: Star Internet Cafe, Cafe Code: BNGL-2582
Logout
Products & Downloads
cafe.clinck.in
Notice Board
Account Details
Reports
Temporary Password
Change Password
Daily Register Report
Online Cafe Manager Reports
Month Summary
Current Day - Daily Register Report
Previous Day - Daily Register Report
Total Number of Customers: 4 | Total Amount: 80/-
Refresh
Sr. No. | Customer Name | Terminal Name | Time In | Time Out | Total Time | Total Amount
1 | Tamanna Rangwala | AT-1087 | 12:35:14 PM | | 0 min | 0
2 | Satish Jha | AT-1087 | 12:29:23 PM | 12:33:56 PM | 5 min | 10
3 | Arti Goel | AT-1087 | 12:28:17 PM | 12:28:38 PM | 1 min | 10
4 | Meghna | AT-1087 | 9:45:15 AM | 12:26:23 PM | 162 min | 60
Total
Average
80
-
For any Training, Support and Installation please contact your CLINCK Account Manager
Darshan Hegde | 9972092046 | darshan@ideacts.com or write to partners@clinck.in
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Internet

Figure 6.7: Current Day - Daily Register Report

The **Current Day - Daily Register Report** provides the following details about your cafe's customer sessions for the current day:

- **Customer Name** - The name of the customer who logged into the customer session.
- **Terminal Name** - The name of the terminal on which the session took place (fetched from the operating system).
- **Time In** - The time when the session started.
- **Time Out** - The time when the session ended.
- **Total Time** - The total duration of the session.
- **Total Amount** - The total amount (in rupees) earned for the internet usage in the session.

Moreover, the total figures for the number of customers and the amount earned on the current day are also displayed above the report.

Note	▪ *To view the details of customer sessions that took place after you last viewed the report, click* **Refresh** *above the report.* ▪ *To sort the report in ascending or descending order based on a particular column, click the appropriate column heading. For example, click* **Customer Name** *or* **Total Amount**. ▪ *This report is generated based on the date-time set on the terminal of the customer session. Therefore, it is important to maintain the correct date-time settings on all the terminals of your cafe.*

Note	▪ *The* **Time Out** *details will not be available for a session if the terminal restarted after the customer logged in. In such a case, the login screen reappears and a new session can be started, however, there will be no* **Time Out** *information for the old session.*

6.3 Previous Day - Daily Register Report

The **Previous Day - Daily Register Report** provides a list of the customer sessions that took place on your cafe's terminals on any past day.

To view the **Previous Day - Daily Register Report**, do as follows:

1) On the **Online Cafe Manager Reports** page, click **Previous Day - Daily Register Report**.
   The **Previous Day - Daily Register Report** page appears.

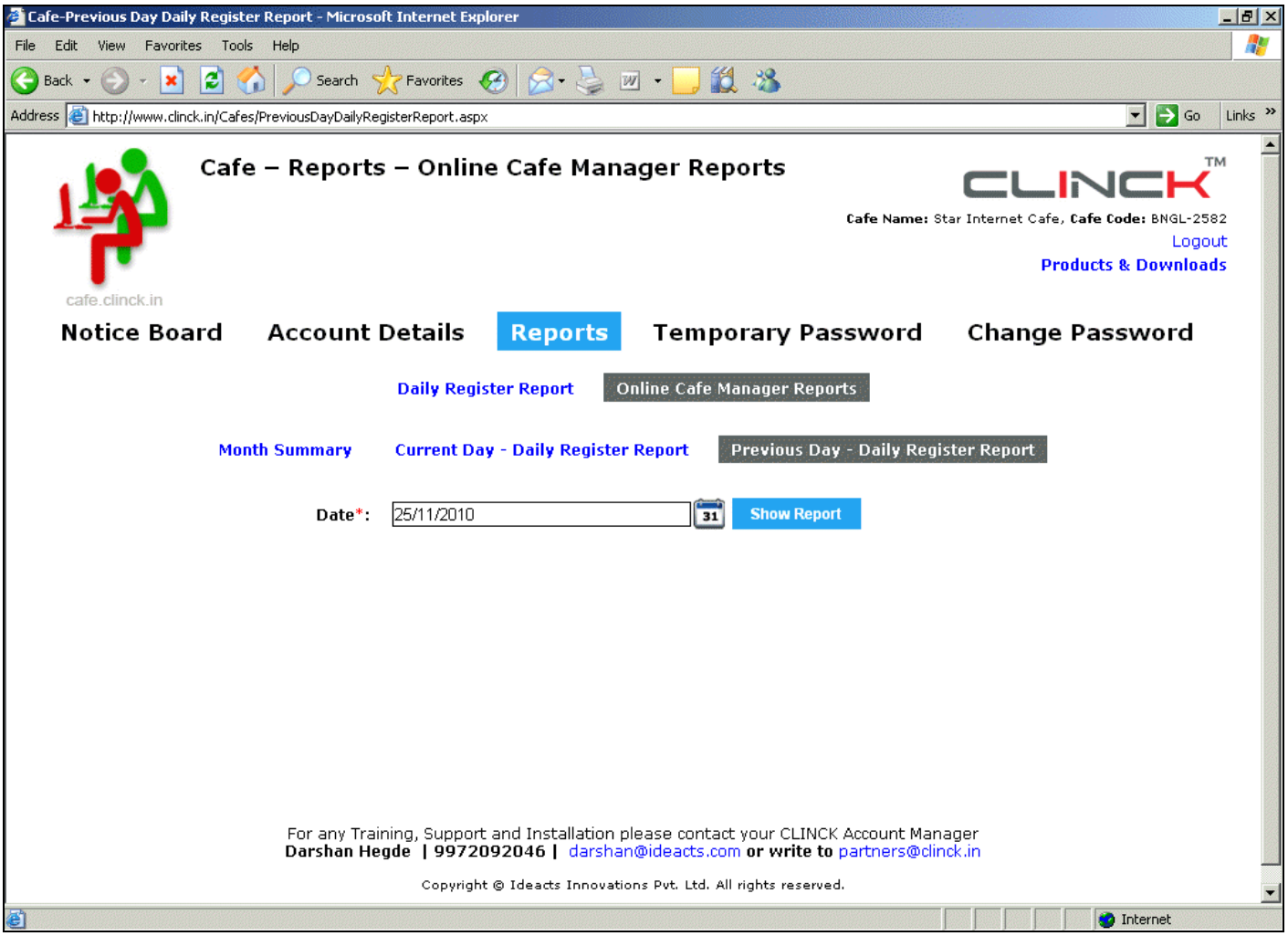

Figure 6.8: Previous Day - Daily Register Report Page

2) In the **Date** box on the **Previous Day - Daily Register Report** page, select any date before the current date for which you want to view a daily register report. To choose a date, click the calendar icon on the right side of the **Date** box.
3) Click **Show Report**.
   The daily register report for the selected past date appears.

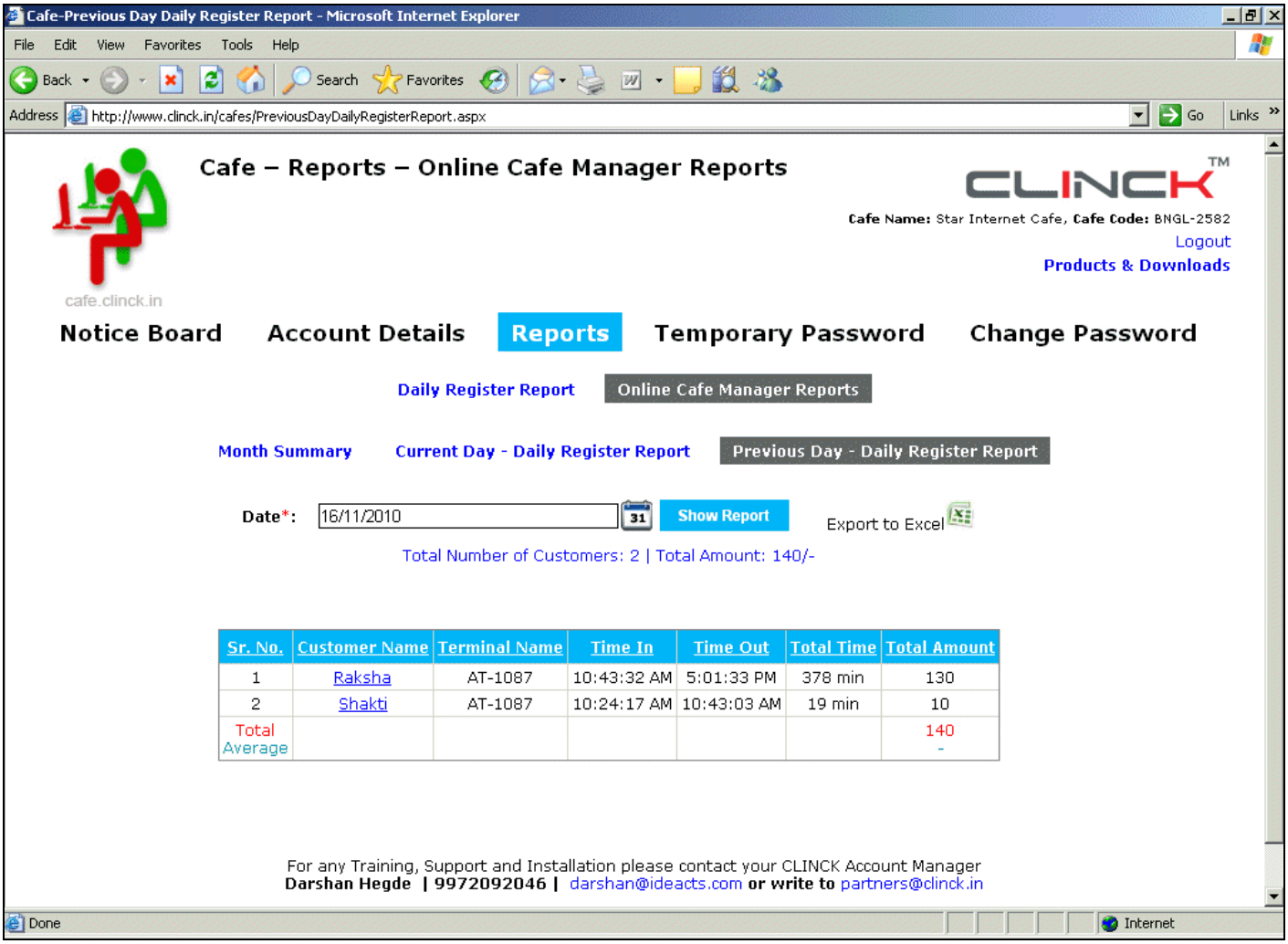
Cafe-Previous Day Daily Register Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.clinck.in/cafes/PreviousDayDailyRegisterReport.aspx
Go Links
Cafe – Reports – Online Cafe Manager Reports
CLINCK™
Cafe Name: Star Internet Cafe, Cafe Code: BNGL-2582
Logout
Products & Downloads
cafe.clinck.in
Notice Board
Account Details
Reports
Temporary Password
Change Password
Daily Register Report
Online Cafe Manager Reports
Month Summary
Current Day - Daily Register Report
Previous Day - Daily Register Report
Date*: 16/11/2010
Show Report
Export to Excel
Total Number of Customers: 2 | Total Amount: 140/-
Sr. No. | Customer Name | Terminal Name | Time In | Time Out | Total Time | Total Amount
1 | Raksha | AT-1087 | 10:43:32 AM | 5:01:33 PM | 378 min | 130
2 | Shakti | AT-1087 | 10:24:17 AM | 10:43:03 AM | 19 min | 10
Total | | | | | | 140
Average | | | | | | -
For any Training, Support and Installation please contact your CLINCK Account Manager
Darshan Hegde | 9972092046 | darshan@ideacts.com or write to partners@clinck.in
Done
Internet

Figure 6.9: Previous Day - Daily Register Report

The **Previous Day - Daily Register Report** provides the following details about your cafe's customer sessions for the selected past day:

- **Customer Name** - The name of the customer who logged into the customer session.
- **Terminal Name** - The name of the terminal on which the session took place (fetched from the operating system).
- **Time In** - The time when the session started.
- **Time Out** - The time when the session ended.
- **Total Time** - The total duration of the session.
- **Total Amount** - The total amount (in rupees) earned for the internet usage in the session.

Moreover, the total figures for the number of customers and the amount earned on the given day are also displayed above the report.

Note	▪ *To sort the report in ascending or descending order based on a particular column, click the appropriate column heading. For example, click* **Customer Name** *or* **Total Amount**. ▪ *To export the report to Microsoft Excel, follow the steps in the section* **Exporting to Microsoft Excel** *below.* ▪ *This report is generated based on the date-time set on the terminal of the customer session. Therefore, it is important to maintain the correct date-time settings on all the terminals of your cafe.* ▪ *The* **Time Out** *details will not be available for a session if the terminal restarted after the customer logged in. In such a case, the login screen reappears and a new session can be started, however, there will be no* **Time Out** *information for the old session.*

Exporting to Microsoft Excel:

To export the **Previous Day - Daily Register Report** to Microsoft Excel, do as follows:

1) Click the icon above the report.
   A **File Download** dialog box appears.

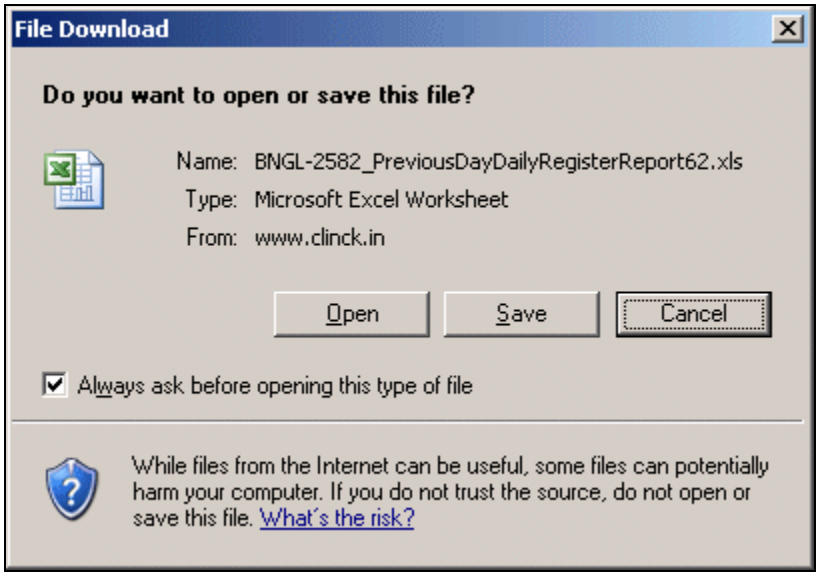
File Download
Do you want to open or save this file?
Name: BNGL-2582_PreviousDayDailyRegisterReport62.xls
Type: Microsoft Excel Worksheet
From: www.clinck.in
Open
Save
Cancel
Always ask before opening this type of file
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 6.10: File Download for the Previous Day - Daily Register Report

2) In the **File Download** dialog box, click **Open** to open the report in Microsoft Excel, or click **Save** to save it as a Microsoft Excel worksheet on your computer or a storage device.

6.4 Viewing Customer Details

You can find a particular customer's details through the **Current Day - Daily Register Report** or the **Previous Day - Daily Register Report**. To view a customer's details, do as follows:

In the **Customer Name** column of the **Current Day** or **Previous Day - Daily Register Report**, click on the name of the customer whose details you want to view.

The **Customer Details** window appears with the details that the customer provided at the time of logging into a browsing session, as well as the details of the session.

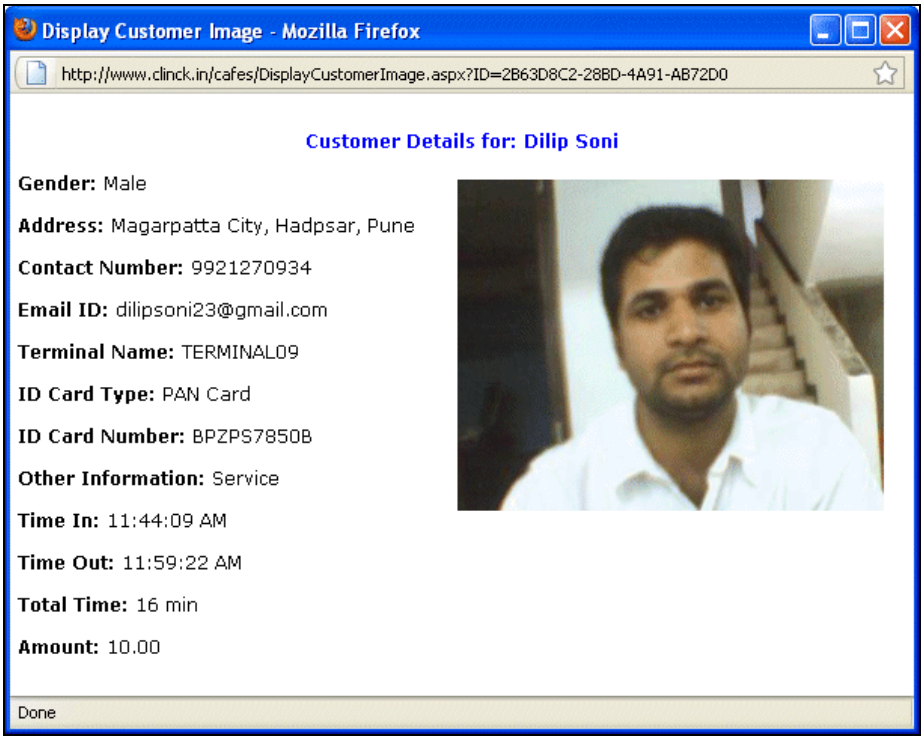

Figure 6.11: Customer Details

The following information about the customer and the session is displayed in the **Customer Details** window:

- **Customer Details for** - The name of the customer.
- **Gender** - The gender of the customer.
- **Address** - The address of the customer.
- **Contact Number** - The contact number (mobile or landline) of the customer.
- **Email ID** - The email ID of the customer.
- **Terminal Name** - The name of the terminal on which the session took place (fetched from the operating system).
- **Time In** - The time when the session started.
- **Time Out** - The time when the session ended.
- **Total Time** - The total duration of the session.
- **Amount** - The total amount (in rupees) earned for the internet usage in the session.

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